OFFICE EQUIPMENT *Digest*

Edited for **Purchasing Agents, Controllers and Office Managers**

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ontroller

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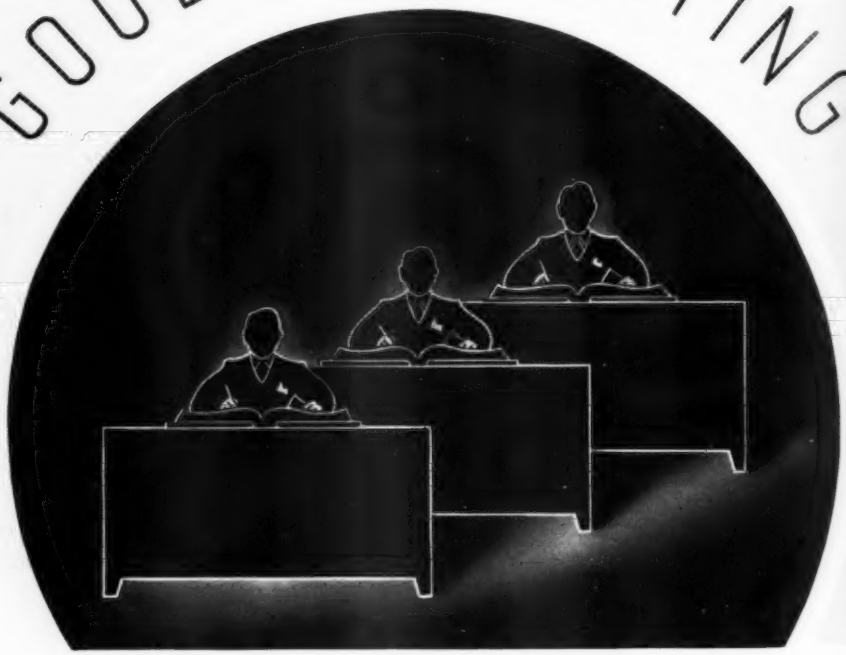
NEW YORK—OFFICE CAPITAL OF THE WORLD. The National Association of Purchasing Agents

MAY • 1944

"Built Like a Skyscraper"

GOOD ACCOUNTING



For a More Prosperous Tomorrow

Men of vision, the country over, are planning for tomorrow's great peacetime markets — and improved accounting is an essential part of these post-war plans.

Faced with heavy production schedules, industry will require new methods, new machines, new loose-leaf equipment with which to turn out more work, faster, and at less cost.

MASTER-CRAFT — and MASTER-CRAFT Dealers — will be ready to supply these new loose-leaf needs. For MASTER-CRAFT produces an extensive line of exclusive loose-leaf specialties, such as Kopi-Spot Pay Roll Checks and Records, which permit *four records to be made in one operation.* All these in addition to a full line of "staple" loose-leaf.

Include MASTER-CRAFT Loose-Leaf in *your* post-war plans. It will pay!

MASTER-CRAFT CORPORATION, Kalamazoo, Mich.
Division of The Shaw-Walker Co.

Pay Roll Systems
Kopi-Spot Pay Checks
Withholding Tax Systems
Social Security Systems
Ledger Forms
Catalog Binders
Ring Binders
Storage Binders
Post Binders
Index Tabs
Thong Binders
Visible Binders
Figure Facts
Commercial Forms
Columnar Forms
Machine Bookkeeping Binders
Loose-Leaf Specialties

MASTER-CRAFT

LOOSE LEAF SYSTEMS

There IS a DIFFERENCE in DUPLICATING FLUIDS

THERE'S NOTHING LIKE AN IMPARTIAL TEST TO PROVE IT

TEST:

Two duplicators exactly the same, both cleaned and inspected before test by impartial representatives of leading duplicator manufacturer.

Twenty four masters typed for test purposes by the same typist.

One machine filled with Columbia Duplicating Fluid; the other with X—a well-known brand.

Six masters run on each machine, then each machine drained, cleaned, and refilled with the other fluid. Runs consisted of 50, 100, 200, 300, 400 and 500 copies on each machine.

PROOF:

50% less Columbia Fluid used than Brand X. Columbia Fluid: dried faster; gave cleaner, smudge-proof work; (important in jobs using both sides of the paper); more brilliant, sharper copies; greater uniformity (Fluid X faded at intervals); uniform strength decrease with the natural wear-down of the carbon on the master.

DEMONSTRATION:

Ask your dealer or the Columbia office nearest you for a demonstration *in your own office*—and for prices on this outstanding duplicating fluid, now being used by prominent firms throughout the country.

COLUMBIA RIBBON & CARBON MFG. CO., Inc., Main Office and Factory: Glen Cove, L. I., N. Y.

NEW YORK • KANSAS CITY, MO. • CHICAGO • DETROIT • MILWAUKEE • MINNEAPOLIS • NASHVILLE • PHILADELPHIA • PITTSBURGH • CINCINNATI, (Harris-Moers Co.) • PORTLAND, ORE.

Also: London, England; Sydney, Australia

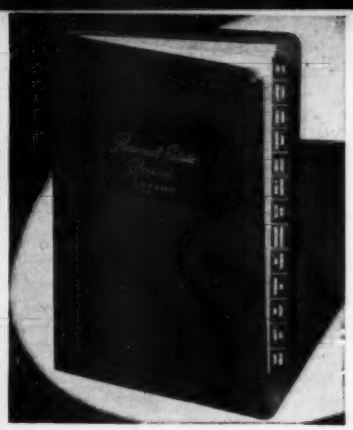
Columbia DUPLICATING FLUID

Lest They Forget!

With so many major problems to contend with today, the Nascon Products, of which but a few are illustrated on this page, are performing an invaluable service in freeing overburdened minds of the essential yet tiresome details connected with the efficient conduct of business and wartime activities.

When imprinted with a company's name or trademark, these beautifully designed pieces make good-will gifts that are assured of lasting appreciation, and serve to remind old customers of continued interest in their welfare.

Send for the Nascon full-color catalog today and consult your local stationery dealer for quantity prices!



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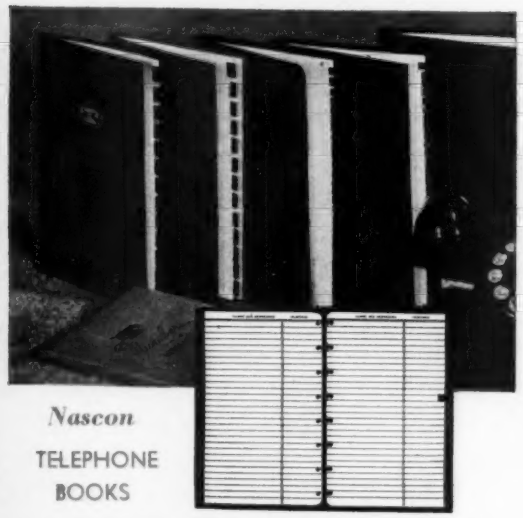
A handsome loose-leaf book that provides an instantly accessible indexed record of vital facts pertaining to an estate, large or small. Highly endorsed as an invaluable guide for families and professional advisers.



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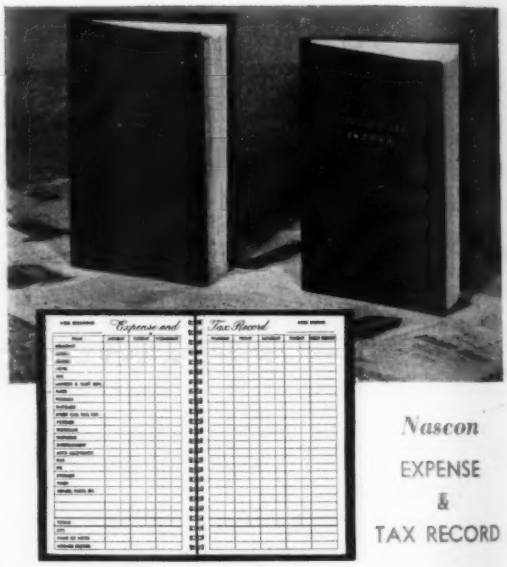
A unique selection of vest pocket and desk size address and telephone books, wire-o bound and loose-leaf.

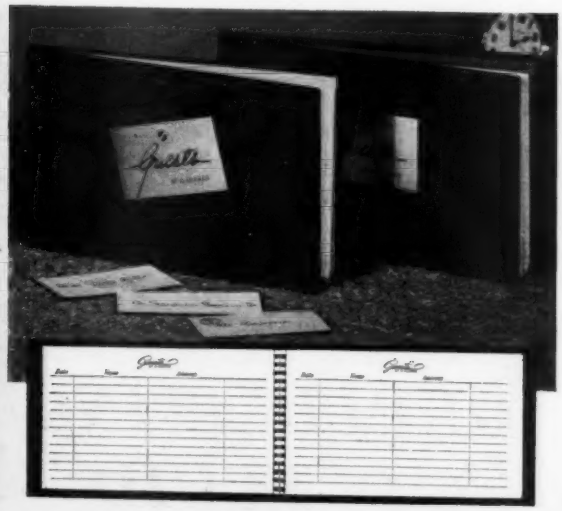
Nascon AT-A-GLANCE Products



Nascon

EXPENSE & TAX RECORD

New! An expense and tax record book which has been designed to provide a complete record of expenses and taxes for a week at a glance for a full year. In a convenient, refillable pocket case 3¾" x 6⅛" with a pocket for receipts, ticket stubs, etc., this unique book also offers a three-year calendar, an automobile and cash record, and a summary of important tax deductions. The filler is Wire-O bound for flat opening and to enable the user to conveniently file, for future reference, a rcord of expenses and taxes for a complete year. Beautifully designed and printed, and very economical, the Nascon Expense and Tax Record is a book that every business man and woman requires.



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Nascon GUEST BOOKS

Beautifully designed and bound with space provided for guest's signature, address and comments.

Nascon Sales Corporation

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CANADIAN DISTRIBUTOR—E. D. TWITS & CO., 750 ST. PETER ST., MONTREAL, P.Q.

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WHEN Manufacturer and Dealer cooperate in the interests of the Customer, everyone benefits.

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Rigid tests of raw material and close and constant inspection of every manufacturing operation, are guarantees that Red Feather Products will bring Repeat Business.

When you buy Red Feather Products you buy Superior Quality. When your dealer sells Superior Quality, he earns Customer Satisfaction and Support.

See your local supplier or write for name of nearest Red Feather Dealer.

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Redwood City · California

A glance at paper determines sorting caption.

Proper place behind primary group and second letter guides located visually.

One motion brings guides forward—opening wide space—papers drop in uniformly.

"Y and E" Sort-O-Mat

The OFFICE MANAGER'S Solution for Eliminating Costly Waiting Time

ANNOUNCED the first of the year, "Y and E" Sort-O-Mat has already proved itself in busy offices all over the United States. Users of this new "Y and E" paper sorter have repeatedly told us that their new and untrained help are able to sort papers at speeds up to 1600 pieces per hour after short trials.

Office managers are enthusiastic about the new "Y and E" Sort-O-Mat because it eliminates costly waiting time of tabulating and posting machine operators. Sort-O-Mat gets material to these operators in the shortest possible time.

Sales executives praise the speed and accuracy with which correspondence is filed and can be located when Sort-O-Mat is on the job. Confusion and sloppiness are eliminated. Papers are either in the Sort-O-Mat or in their permanent place. Piles of waiting correspondence, paper strewn tables disappear when Sort-O-Mat takes over.

Here is a real, tangible help for understaffed and overworked offices. Sort-O-Mats are available now for prompt shipment.

Whatever your problems may be Alphabetic, Numeric, or Geographic or Subject Sorting. There is a size and style to meet your need. "Y and E" Representative in all major cities. Write or call for demonstration and free ten-day trial.

YAWMAN AND ERBE MFG. CO.

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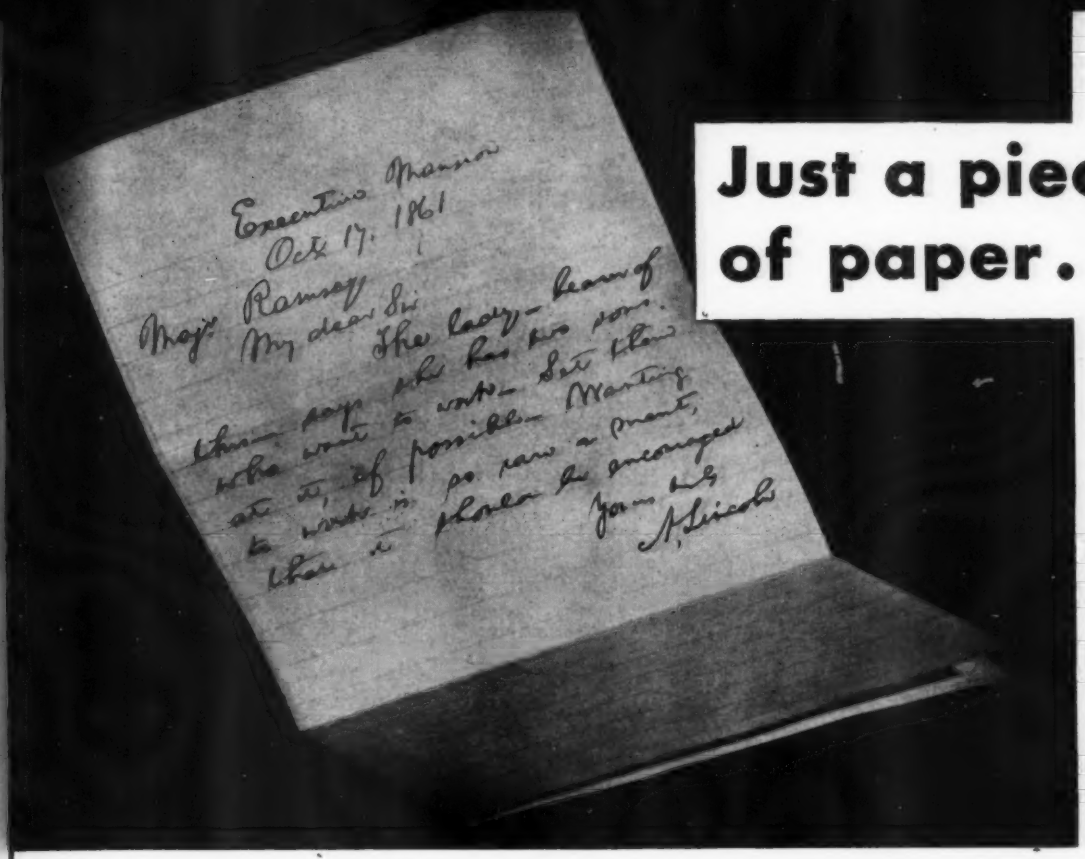

Just a piece of paper...

but the signature makes it valuable

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That's why DAWN is the peer of carbons . . . why it's in a class all by itself when it comes to quality . . . why it has no equal for saving time, waste and money.

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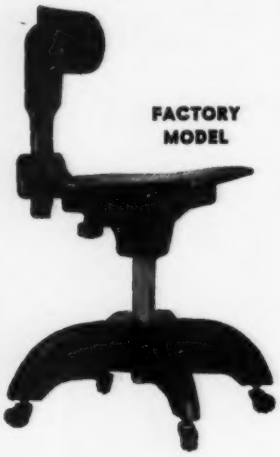
PLAN
for tomorrow
TODAY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PRAISE FROM CRITICAL PEN DEALERS
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Check pen values carefully, and you'll find sound reasons for selecting the new, dependable Stratford Conqueror (Model 700 SP). Gracefully streamlined, its Silver Palladium Point is iridium-tipped for speedy, effortless writing. Popular push-button filler. Colors: Black, Dubonnet, Amber, Jade.
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Sales and Advertising Managers:

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It's the Book that Fills the Need for Post-War Planning of every industry and corporation concerned with PEACE-TIME SALES.

Its every-day uses cover the buying power of communities, counties, states or sections -- as reflected in populations. It gives dependable information on sales planning -- directional and geographical. It gives accurate references to the location of towns, cities, counties -- with populations, transportation facilities -- railroads, highways, etc. It helps co-ordinate Sales and Advertising expenditures and, likewise, Salesman's and Sales Manager's efforts.

We don't know your Post-War problems, but we do know that if it concerns Selling that Cram's Easy Reference Business Man's Atlas of the U. S. should be a wonderful aid in building and sustaining business.

To prove that you need it, we'll send it anywhere in the United States on a 10-day Free Examination basis. Just make request on your letter head and the Atlas will be sent postpaid.

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This Atlas Talks... the Business Man's Language!

● It's the needed link between Sales Executives and the Field. Shows how to overcome difficulties caused by gasoline rationing and war-time travel restrictions. Prevents wasteful efforts in planning salesmen's routes. Gives quick survey of new territory to be worked and old territory to be reworked. Shows railroads for every County in every State. Highways also shown for bus and auto travel. Nothing like it . . .

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is the first and only Atlas giving all the details relating to each State in a section by itself—and arranged in just the manner *that business men have wanted.*

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ACE *All Steel*

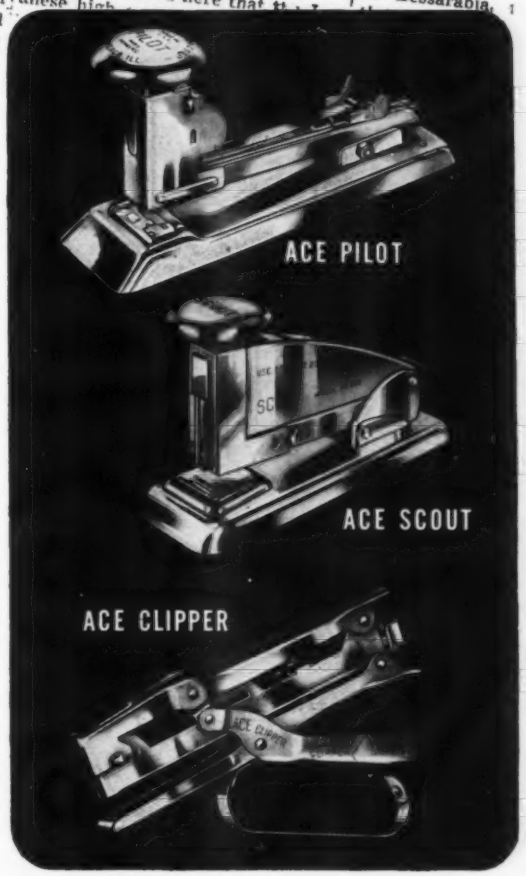
PRE-WAR STAPLERS

GOVERNMENT allocations of steel and other essential wartime materials have now been modified. It is again possible for us to produce three of our most popular *all-steel* models . . the Pilot, the Scout and the Clipper. This announcement will surely be welcome news to our host of loyal dealers and friends, as well as to users of Ace Stapling Equipment.

In accordance with Ace's lifetime policy these three models again embody all those sterling qualities that have made Ace Staplers the leaders of the stapling industry. They are precision built up to Ace's high standard of quality and efficiency . . from the finest materials procurable. Into these pre-war models Ace has built all those intrinsic values of ruggedness, long life, easy, dependable operation which have won the respect and confidence of users of Ace Stapling Equipment everywhere.

Production schedules have been stepped up as rapidly as wartime conditions will permit. However, rated orders must be given preference. If your orders are not shipped promptly kindly bear with us. You may rest assured that we will cooperate with you to the limit of our ability.

SOLD THROUGH DEALERS EXCLUSIVELY



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ACE

Stapling Machines for Every Purse and Purpose

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ACE FASTENER CORPORATION • 3415 NORTH ASHLAND AVENUE • CHICAGO 13

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No. 1 No. 2 No. 3

Check your sitting habits with the illustrations. Unless you sit as shown by Figure No. 3, you may be unnecessarily penalizing your:

HEALTH • APPEARANCE
CAPACITY FOR WORK • AND ENJOYMENT
OF THOSE HOURS WHEN WORK IS DONE

Good Posture is Worth Striving For and Your Best Opportunity to Improve Posture is When Seated at Work.

Do/More Seating, Planned, Installed and Serviced by Men Who "Know How" Helps the Executive and his Employees to Enjoy the Many Benefits of Good Posture.

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When paper tears it can't be sewn,
So what is there to do ?
Just patch it up with Texcel Tape-
The message shows right through!

When hanging things upon a wall
For an opinion poll,
Use Texcel Tape-it leaves no stain,
No mark, no crack, no hole.

On planes, on shells and other things
That get so much abuse,
Quick, tough and handy Texcel Tape
Is widely put to use.

For Texcel is an improved tape
Whose "stick-um's" bonded on;
It won't come off, it won't dry out
Before the judgment dawn.

Right now, all Texcel Tape that's made
Is used for war-but when
Your Bonds and Stamps bring Victory
You'll have it back again!

Texcel Tape

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VISIBILITY plus the convenience of portability, ease of operation, saving of space and adaptability to forms of all kinds and sizes—all these advantages are offered by Flex-Site Binders.

Flex-Site gives more information in less space—permits more postings in less time—provides easier filing and quicker reference. Get Flex-Site for greater record-keeping efficiency—and economy. Popular models are available for immediate delivery.

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For the Office of "Tomorrow"

While the facilities of All-Steel-Equip Company are now devoted to the war effort, the day will come when we can resume full-scale peacetime production. Again A-S-E will bring you the complete line of All-Steel files that have won nation-wide preference of office managers and systems experts from coast to coast.

Again A-S-E will offer you outstanding features at low cost; EXTRA CAPACITY, EXTRA STRENGTH, SMOOTHER OPERATION.

In addition to many other features, A-S-E again will offer a wider range of models, a more flexible line, fitted with better hardware and finished in durable, mar-resistant baked enamel!

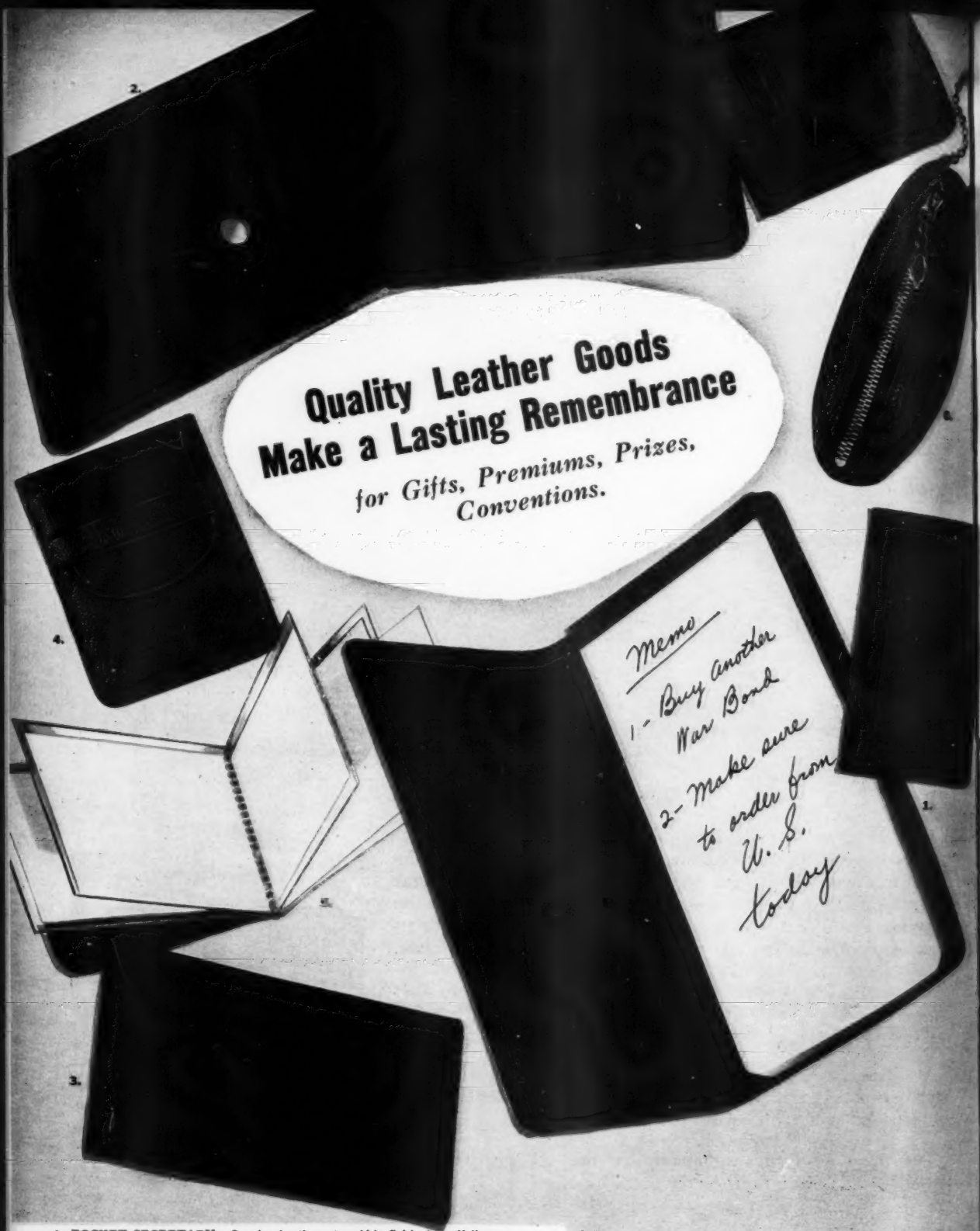
Remember A-S-E—it's the quality line that you will want just as soon as Uncle Sam turns on the green light.

ASE CABINETS

A-S-E Aurora Storage Cabinets, too, will be available to you, as soon as peacetime production is resumed.

ALL-STEEL-EQUIP. CO. Inc.

55 KENSINGTON AVENUE • AURORA, ILLINOIS



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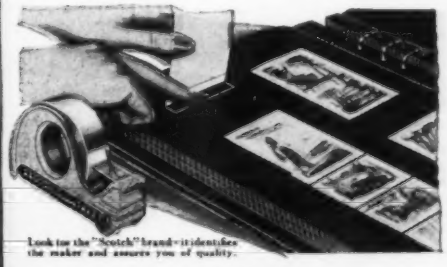
Her soldier's picture is A.W.O.L. *again!*

. . . because there was no "Scotch" Tape

Today, instead of holding snapshots in family albums, "Scotch" Cellulose Tape is sealing together sections of aerial photographs to guide our bombers.

In fact, wherever American soldiers fight, wherever American production lines roll, you'll find a wide variety of "Scotch" Brand Tapes—sealing, holding, identifying, masking, insulating. We know you'll remember this when you miss the handy "Scotch" Tapes that used to do so many jobs so well.

When war ends, these "Scotch" Tapes will all be back again . . . back to hold snapshots, seal packages, mend torn papers, and do a hundred and one other tasks in home, office, store, and factory.



Look for the "Scotch" brand—it identifies the maker and assures you of quality.

SCOTCH BRAND *Cellulose* **TAPE**

One of the more than 100 varieties of adhesive tapes made in U. S. A. under the trademark "SCOTCH," by MINNESOTA MINING & MFG. CO., SAINT PAUL, MINN.

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Chicago . . . the BIG, thriving, busy metropolis . . . the BIGGEST distribution center in the great Midwest.

Utility Stationery Stores . . . a BIG new factor in retail merchandising in the Chicago area.

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The guiding policy of all the 7 Utility units is QUALITY. Only merchandise of the highest quality is carried.

Whether it be Gifts, Books, Novelties, or Furniture and Equipment — each must be a product of a nationally known manufacturer.

Announcement

Utility — a great name in stationery for four decades — announces the opening of its 7th retail unit, the BIG Wabash Avenue store . . . 60,000 square feet . . . perhaps the biggest retail store in the country devoted exclusively to merchandising of commercial stationery, *books, gifts, office furniture* and equipment.

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116 No. Wells St.

Utility Stationery Stores

112 W. Madison St.
16 W. Jackson Blvd.
307 W. Monroe St.

If your records are not giving you all the vital facts you need—instantly, when you need them—they are not doing the job—***find out all about the NEW...***

ACME VERI-VISIBLE*SYSTEM

A Modern Visible Record System for Machine Posted and Hand Posted Records

IF YOU are considering a new record system it will be to your benefit to see Acme's new Veri-Visible, the time saver for Government and for Industry.

*Made by Acme Visible Records, Inc., makers of famous ACME . . . INSITE . . . FLEXOLINE . . . VISION and SUPER-VISIBLE systems. Over 25 years of specialization—Visible Record Systems exclusively.

You are invited to send for illustrated folder "POWERFUL RECORD CONTROL"

It will give you a graphic picture of the new time-saving Visible Equipment.

Facts in pictures tell the story.

ACME VISIBLE RECORDS, INC.

122 SOUTH MICHIGAN AVENUE • CHICAGO 3, ILLINOIS

Copyright 1944, Acme Visible Records, Inc.

Reprint of our Message in National Magazines, April, 1944

Quickly and easily accessible from railroad terminals and hotels by subway or bus, The Fifth Avenue Building offers unparalleled selection from the leading lines in the stationery, greeting card and playing card field.

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Take this short-cut to better buying at The Fifth Avenue Building when you next visit New York.

THE
FIFTH AVENUE BUILDING
"More than an office building"

Broadway and Fifth Avenue at Madison Square, New York

RINGING DEPENDABILITY

Ever notice how clearly the sound of a bell penetrates the stillness of the night—how each reverberating echo lingers on after the first brilliant peal reaches your ears? If you have you'll see the connection between that and Bell Carbon and Typewriter Ribbons.

For M & V Bell Brand products in all weights and finishes always give you the same clear, clean letters and copies and plenty of them. That's why regular users of these economical products accept no substitutes when they want better letters, clearer copies and lower costs.

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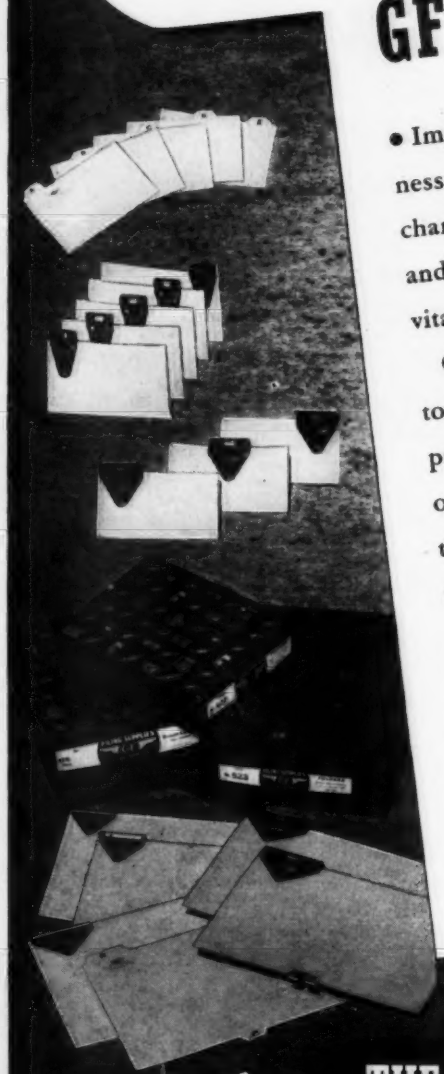


• Important now as never before is the completeness and availability of GF Filing Supplies. In charting the production of war and in the planning and preparation for postwar, they are increasingly vital to office coordination.

Capable of withstanding hard usage, and geared to the demand for instant finding of business papers, they give valued service. Our company and our dealers are proud to serve wartime offices with the professional and technical skills of craftsmen and specialists trained to combat filing bottlenecks.

Quality, uniformity and proper packaging of our filing supplies contribute to the maximum efficiency of office personnel. And when victory is won, desks, chairs, tables, and filing cabinets of our traditionally high quality will be available again.

The Annual Conference of the National Office Management Association will be held at Hotel New Yorker on June 5, 6 and 7, a very worthwhile meeting.

THE GENERAL FIREPROOFING COMPANY
YOUNGSTOWN 1, OHIO

PARKER "MICRO-FILM BLACK" QUINK

....the ink that does more than just write!

Won't fade . . . won't wash-out . . . it even stops most pen troubles before they start! It's more than an ink . . . this remarkable Parker "Micro-Film Black" Quink. It's so different . . . so ideal for every office need . . . you can't afford to be without it. Here's why:

- **It's the only ink containing solv-x**—a magical ingredient that prevents metal corrosion and rubber rot. Ends gumming and clogging — actually cleans pens as they write. Saves time and money for offices by keeping pens out of the repair shop!

- **Resists water and sunlight!** Tons of water wont' wash out records written with "Micro-Film Black" Quink. And records stay clear and sharp even when subjected to hundreds of hours of blazing sunlight.

- **Photographs perfectly!** Writes black and *stays* black. Its clean, sharp strokes reproduce clearly. Ideal for all photographic processes of keeping records.

If you would like to see proof of Quink's superiority, send for the FREE Proof Booklet illustrated below. And if you haven't a supply of Parker "Micro-Film Black" Quink—order some now. Famous Parker Quink with *solv-x* also comes in 6 other permanent colors; 2 washable colors. The Parker Pen Company, Janesville, Wisconsin, and Toronto, Canada.

Copr. 1944, The Parker Pen Company

PARKER QUINK

the only ink containing SOLV-X

FREE

Proof Booklet!

Attractive, 2-color booklet that shows-all tells-all about "Micro-Film Black" Quink. Filled with facts, photographs, and testimonials . . . proof of Quink's superiority. Write Parker Pen Company, Dept. "B", Janesville, Wisconsin . . . for your *free* copy today!

FOR IMMEDIATE DELIVERY

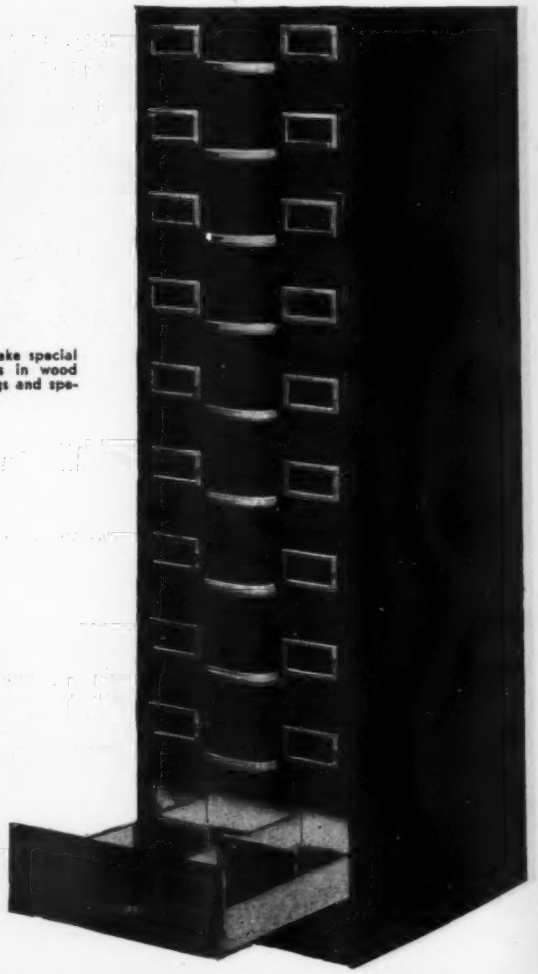
NEW ENGLAND FILING EQUIPMENT IN WOOD

FILING CABINETS
2, 3, 4 and 5 drawers, Letter and Legal sizes • with or without lock • easy sliding, full drawer suspension • olive green or walnut finish.

We are equipped to make special equipment of all types in wood from architects' drawings and specifications.

Cabinet making is our business—before the war—now and after the war. All our furniture is made right here in our own shops under our own control by cabinet makers who have made custom built furniture for years and years. We use the same fine cabinet making standards for our present line of filing equipment. We have these items ready to ship to you. Write for our catalog.

NEW ENGLAND WOODWORKING COMPANY
512 EAST 137th STREET • NEW YORK, N. Y.



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THIS MAN WANTS TO WORK FOR YOU

Salary: FREE

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This man is ready to go to work on your problems and he will make NO CHARGE for his services. His counterpart is to be found in all principal cities. Call him in and show him where you would like to speed up operations . . . then, let him go to work! The single form or complete system that he will present you will save you time, money or both. Call him in today!

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TIMESAVING BUSINESS FORMS AND SYSTEMS

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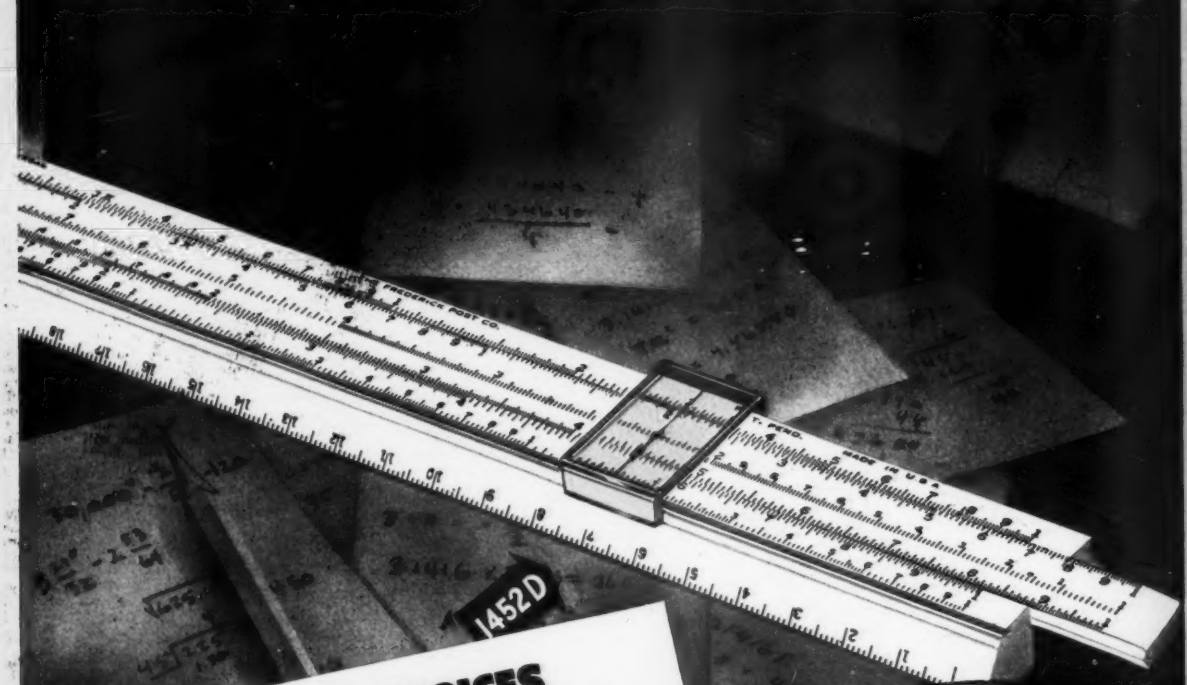
"STEP ON IT" with a Slide Rule!



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Made for service at the moment when saving time is the important factor. Another way to save time is to phone your order!

No. 1452D: Ten inch Celluloid Face bevel edge slide rule. Inches and metric rules on bevel edges. Scales A, B, C1, C, D, and K on slide front. Scales S, L and T on reverse side. List Price $3.50

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Chicago	KEY. 7000	New York	WIS. 7-7678
Cincinnati	MAIN 2664	Oklahoma City	3-6306
Cleveland	CHE. 7347	Omaha	ATLANTIC 7890
Columbus	MAIN 3420	Philadelphia	LOM. 7044
Dallas	RIVERSIDE 4403	Pittsburgh	ATL. 3350
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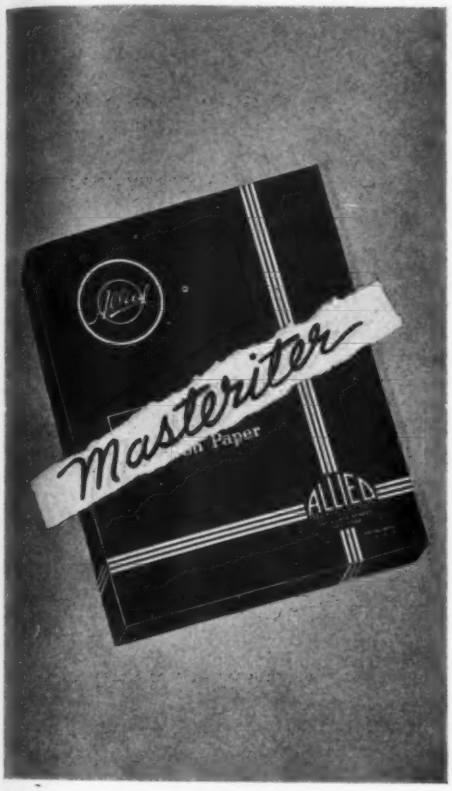
ALL-PURPOSE CARBON PAPER



ALLIED
TYPEWRITER RIBBONS
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CARBON ROLLS
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with a dozen
All-star features

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★ **BALANCE.** Makes one or many copies on all typewriters—or with pen and pencil.
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a sensational, new product by . .

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"Allied" for Victory

Still working with right answers

Is your war job vastly different from the work you did in peace? It is with many people. Yet we, at Victor, have been lucky. Our job is somewhat similar. A shift from making adding machines to producing complete Norden Bombsights (essentially a calculating machine) for the Army.

The Norden Bombsight is a highly complex mechanism that extracts the right answers every time from a flock of figures representing plane speed, altitude, wind speed, air temperature, trail, and so on. By twisting knobs, the bombardier sets these figures into the computer . . . a mass of gears, cams, lenses, prisms, mirrors, etc., operated by electric motors, that generate the answer to the problem of exactly where in space a bomb must be released in order to hit the target below.

We are doing many different things today in the way of extremely high-precision work that could not have been dared three years ago. As we see it, that's one of the ultimate, lasting rewards for participation in the war effort. Better technique. Improved know-how is a priceless thing. One that can be carried over into a better, cheaper peacetime product, in which the buyer can have confidence. And that adds up to the right answer for all of us.

VICTOR ADDING MACHINE CO.

Conserve your adding machines by having them inspected and cleaned at regular intervals by your local Victor dealer or factory branch.

Like Romeo goes with Juliet ...
Like Anthony goes with Cleopatra

THE ALL UTILITY

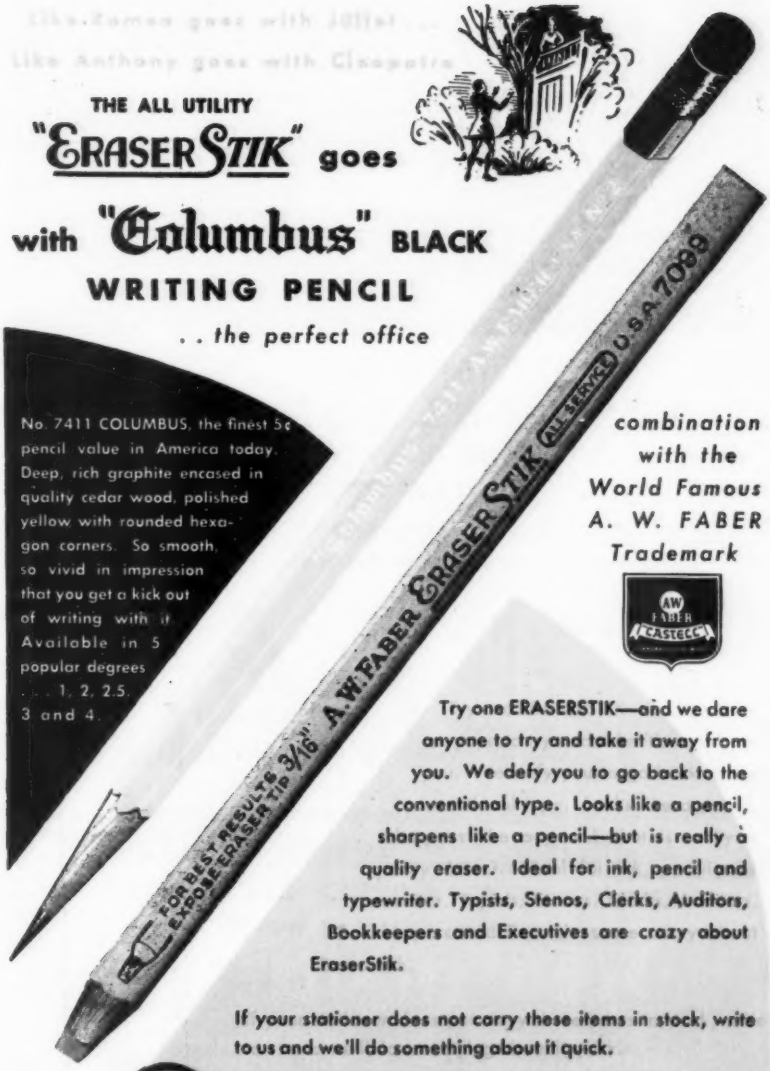
"ERASER STIK" goes

with "Columbus" BLACK

WRITING PENCIL

. . the perfect office

No. 7411 COLUMBUS, the finest 5¢ pencil value in America today. Deep, rich graphite encased in quality cedar wood, polished yellow with rounded hexagon corners. So smooth, so vivid in impression that you get a kick out of writing with it. Available in 5 popular degrees . . . 1, 2, 2.5, 3 and 4.



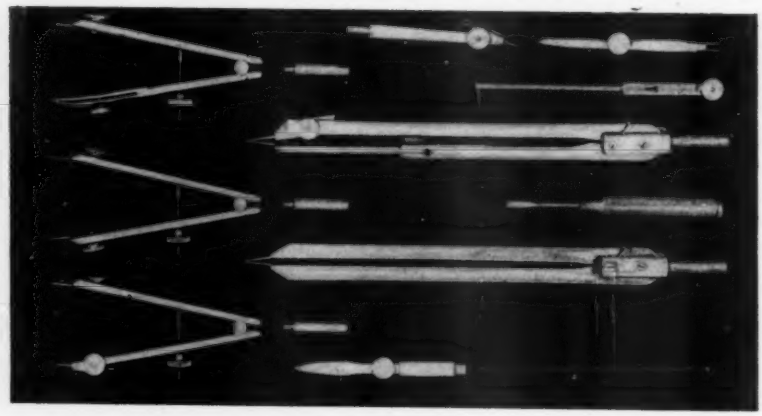
combination with the World Famous A. W. FABER Trademark

Try one ERASERSTIK—and we dare anyone to try and take it away from you. We defy you to go back to the conventional type. Looks like a pencil, sharpens like a pencil—but is really a quality eraser. Ideal for ink, pencil and typewriter. Typists, Stenos, Clerks, Auditors, Bookkeepers and Executives are crazy about EraserStik.

If your stationer does not carry these items in stock, write to us and we'll do something about it quick.

AW. FABER INC. NEWARK, N. J.

"CHARVOS"
DRAWING INSTRUMENTS



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YOUR INQUIRIES FOR DESCRIPTIVE LITERATURE AND SPECIAL PRICE LISTS CORDIALLY INVITED

"CADO" Fountnbrush

Made to last a lifetime.

THE BRUSH THAT WRITES LIKE A PEN

THE INK DRIES AS YOU WRITE

PRICE $2

"CADO" Inks in RED BLUE GREEN PURPLE YELLOW BLACK WHITE

All three lines made with the same nib

This "Cado" Fountnbrush is a "MUST", in offices, industry and anywhere that clear legible letters and markings are needed. Easy to handle, it can be used effectively for the making of posters, showcards, price tickets, advertising sketches and layouts. It is indispensable for rapid addressing of packages on wood or paper. "Cado" Fountnbrush Ink, the "Ink of 1,000 uses," writes on any surface. It dries as you write on all porous surfaces. It requires 30 seconds to 1½ minutes to dry on ALL non-porous surfaces. Made to last a lifetime. This Fountnbrush is the answer to storekeepers, artists, metal workers, shipping room markers.

SUNFAST

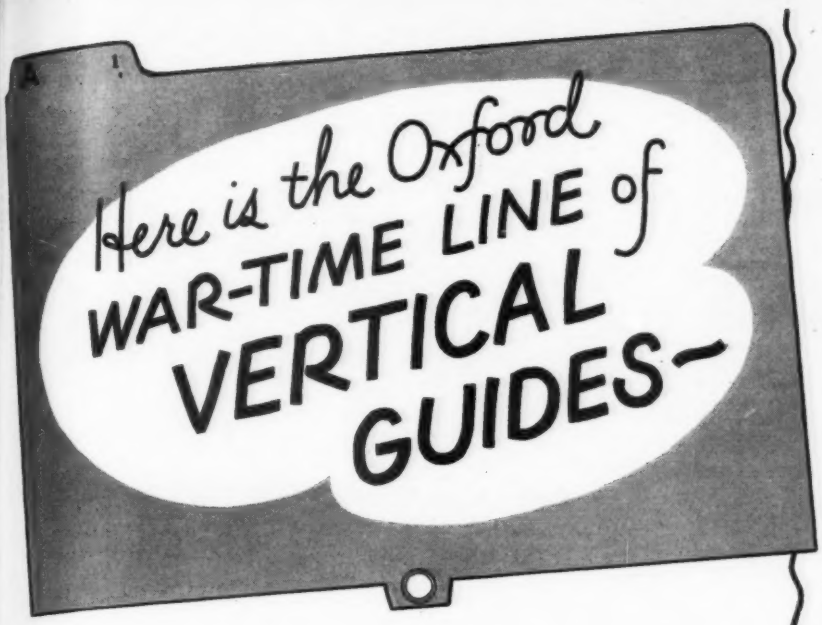
WATERPROOF

SMOOTH FLOWING

If unobtainable at your regular dealer, write to Dept. G. T.

CUSHMAN & DENISON MANUFACTURING CO.

133-5-7 WEST 23rd STREET NEW YORK, N. Y.



MEETS TODAY'S OFFICE REQUIREMENTS

"Specialists in filing supplies" is the reason! Every energy of the Oxford organization has been concentrated on keeping available the filing supplies needed on the home front.

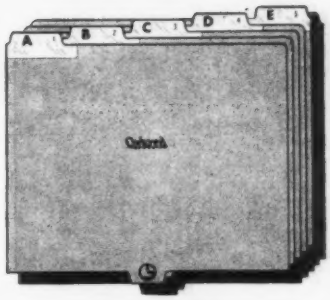
How well the job is being done is indicated by the completeness of this Oxford war-time vertical guide line.

Today, your $64 question is "where can I get the widest choice with the least delay?" The answer is, Oxford. Now, and post-war, you will be better served by

OXFORD FILING SUPPLY CO.

340 Morgan Ave., Brooklyn 6, N. Y.

125 South 8th St., St. Louis 2, Mo.



ALPHABETICAL INDEXES

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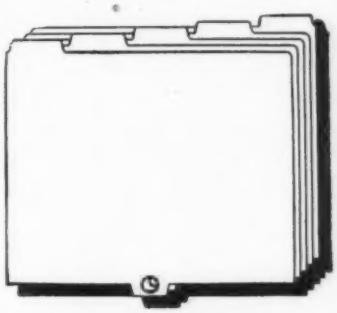
Choice of—Insertable Steel Tab, Celluloided Pressboard, Plain Pressboard, and Manila. Insertable Angular Celluloid Tabs in letter and legal sizes only.



BLANK TAB GUIDES

LETTER, LEGAL & INVOICE SIZES

Choice of—Insertable Steel Tab, Plain Pressboard and Manila, in 5th and 3rd cut tabs. Insertable Angular Celluloid tabs in letter and legal sizes, 5th cut tabs only.

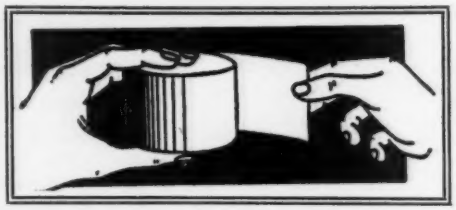
MONTHLY, DAILY AND STATE GUIDES

LETTER, LEGAL & INVOICE SIZES

Choice of—Insertable Steel Tab, Celluloided Pressboard, and Plain Pressboard. Insertable Angular Celluloid Tabs and Manila in letter size only.

Hyman News

45th YEAR OF DEPENDABLE SERVICE



- WOUND HARD AND TRUE
- BRUSHED FREE OF LINT
- RED SIGNAL MARKED

Still Available!

AMERICA'S FINEST PRODUCT

"HYGRADE"

Trade Mark Reg. U. S. Pat. Off.

WATER MARKED

Adding Machine ROLLS

and Canary* TELETYPE *Rolls

PLEASE MENTION YOUR STATIONERS NAME —A SAMPLE ROLL WILL BE SENT YOU.

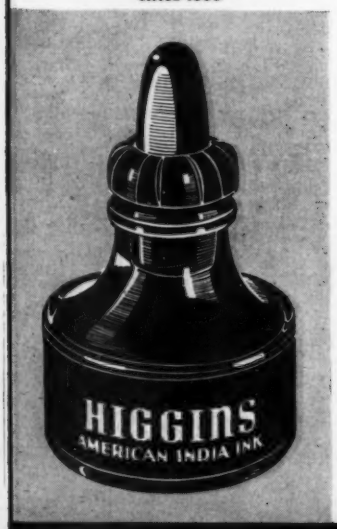
L. HYMAN & SONS—*Paper Merchants*

102 PRINCE STREET, NEW YORK 12, N. Y.

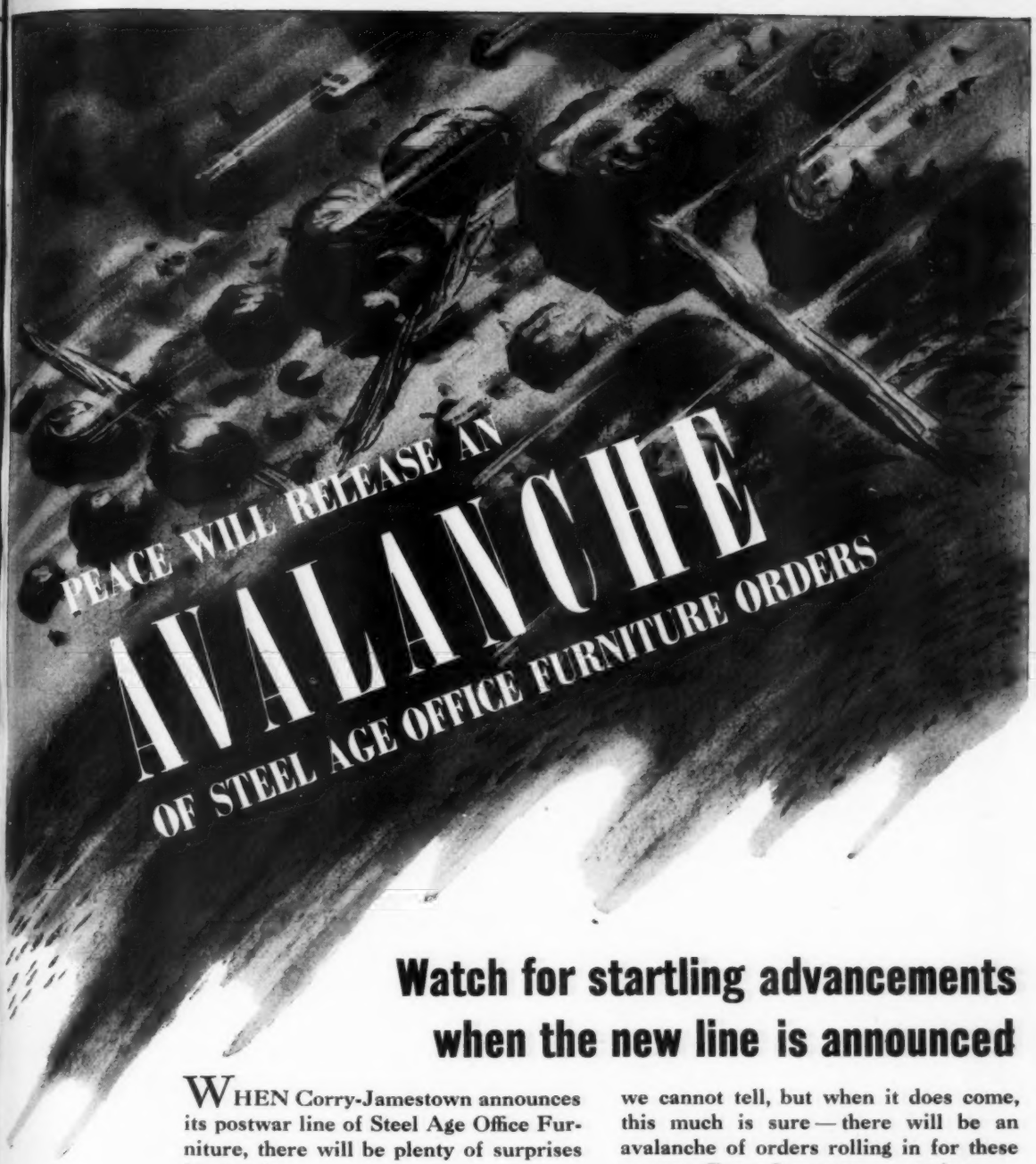
"CHAMP" OF THE BLACKS . . . Did you ever hear the champ "box-fighter" say over the radio "Hello, Mom. It was a great fight! But I won." We say there's no fight at all, it's Higgins all the way. When millions of bottles have been used by multitudes of people all over the world for 64 years and the demand is greater than ever, YOU'VE GOT TO BE A CHAMP.

Send for a color card.

THE INTERNATIONAL STANDARD SINCE 1880



HIGGINS *INK CO., INC.* 271 NINTH STREET, BROOKLYN 15, N. Y.



Watch for startling advancements when the new line is announced

WHEN Corry-Jamestown announces its postwar line of Steel Age Office Furniture, there will be plenty of surprises in store!

Notable advancements in styling, construction and utility will mark the entire Steel Age line.

When that announcement will come, we cannot tell, but when it does come, this much is sure — there will be an avalanche of orders rolling in for these newest Corry-Jamestown creations.

First come, first served will be our guide for deliveries. Place *your* order as early as possible once the new line is introduced.

Steel Age

CORRY - JAMESTOWN

MANUFACTURING CORPORATION ★ CORRY, PENNA.

TOPS in *Beauty and Performance*

Tiffany

Thin Lead Colored Pencils

★

Skytint

Thin-Lead Crayon Pencils

ARE OUTSTANDING!

Try them and be convinced

★

Samples Sent Upon Request

NATIONAL PENCIL COMPANY

SHELBYVILLE, TENN.

New York Office—220 Fifth Ave.

Hotchkiss

PIONEERS

IN ALL THAT'S BEST IN

Stapling

This slogan typifies Hotchkiss's position in the stapling dustry. Founded nearly half a century ago, Hotchkiss h been in the forefront of every revolutionary development i the art of fastening things with staples.

Hotchkiss pioneered in chisel pointed staples which penetrate easier. Hotchkiss pioneered in the temporary clinch—the only clinch on a commercial desk stapler which permits papers to be unstapled without tools and broken fingernails. Hotchkiss pioneered in the new Palmfit streamlined design, exemplified in the model 101A illustrated here.

Hotchkiss pioneered in fast front loading also a feature of the Model 101A.

These superior features are some of the reasons why the Hotchkiss output is devoted 100 per cent to war uses.

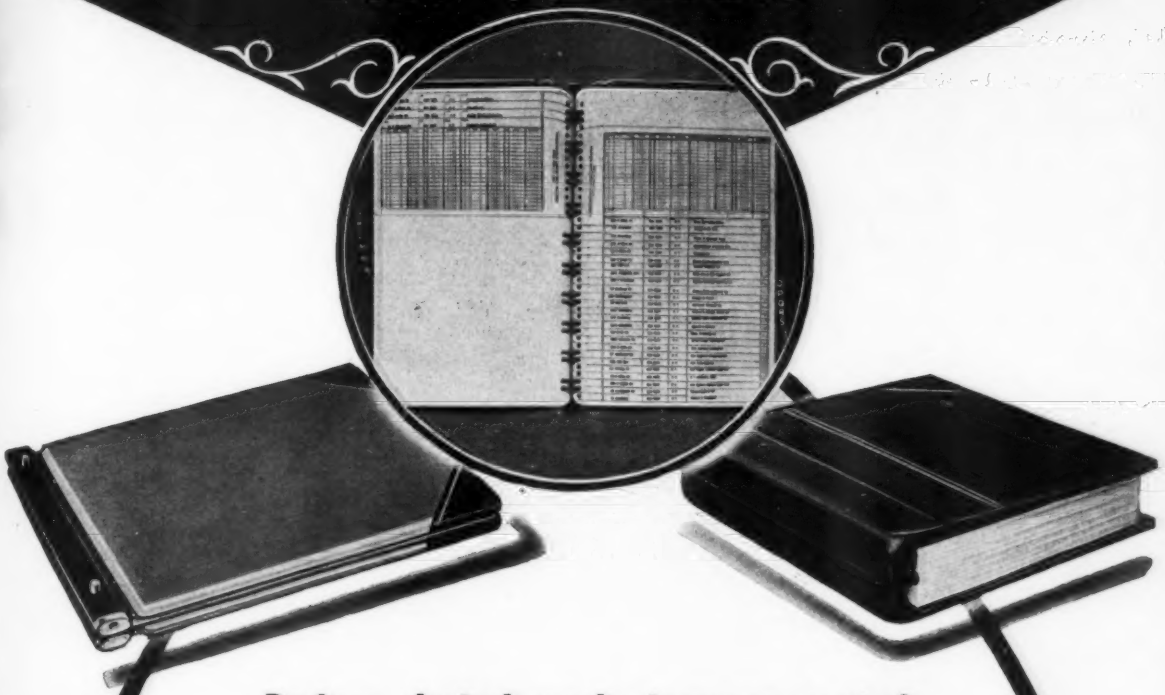
Hotchkiss Products are distributed by leading Stationers everywhere—

THE HOTCHKISS SALES CO.

NORWALK, CONN. U. S. A.

Department W

A DEPENDABLE SOURCE of SUPPLY
FOR 44 YEARS



Reduce clerical work, increase control with CESCO visible record books.

At a fraction of the cost and space of expensive card cabinet installations and operation, you can keep your records BETTER, get QUICKER, more ACCURATE information with CESCO VISIBLE RECORD BOOKS.

Furthermore, you will have a **lower labor overhead and less of a manpower problem**, for the use of CESCO VISIBLE RECORD BOOKS calls for fewer operators.

Thousands of Records Within Arm's Reach

CESCO VISIBLE EQUIPMENT enables you to have thousands of records within arm's reach, right on your desk. This is an ideal condition for your operators, too—a contributing factor to better EFFICIENCY. No lost motion . . . no walking to and fro, fumbling for pages or cards, pulling out and shoving back drawers. From start to finish every detail in operating CESCO VISIBLE EQUIPMENT is **simple . . . speedy . . . and easy.**

CESCO PRONG BINDERS, made in a large variety of styles, bindings, sizes and capacities, are a great convenience. They are ideal for writing in, and a boon to salesmen, for the DOUBLE-ACTION CATCH provides three opening positions, one of which is the FLAT WRITING-OR-READING POSITION.

And CESCO POST BINDERS, just like our other items, are now made in pre-war styles.

Forms for Every Type of Business

The CESCO range is extensive. It includes forms for virtually every conceivable business need. Many of these are exclusive. For instance: SOCIAL SECURITY PAYROLL SYSTEMS, outfits from $3.00 up; EMPLOYEE BOND DEDUCTION SYSTEM, a simple method of recording payroll deductions and bond purchases; PLANT & EQUIPMENT LEDGER FORMS, equally applicable to large and small businesses; VISITORS & TRUCK REGISTERS, for war plants and large industrial concerns.

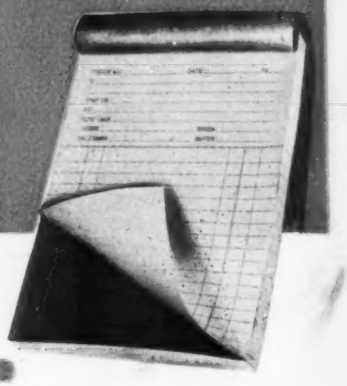
Write for literature.

and acquaint yourself with the CESCO popular items used in progressive business offices everywhere to SIMPLIFY RECORD KEEPING . . . TO SAVE TIME . . . AND TO INSURE ACCURACY.

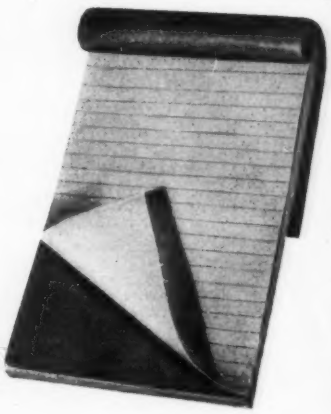
LOOSE LEAF Cesco EQUIPMENT

The C.E.SHEPPARD CO.
44-01 21ST STREET, LONG ISLAND CITY 1, N.Y.

BOORUM & PEASE MANIFOLD BOOKS FOR YOUR BUSINESS



Your stationer can now supply you with all types. These popular MANIFOLD BOOKS have a useful place in your business. Only a few of these books are listed below. VISIT YOUR BOORUM AND PEASE STATIONER TODAY AND HAVE HIM SHOW YOU THE COMPLETE LINE.



SALESMEN'S MANIFOLD ORDER BOOKS

Duplicate and triplicate forms—durable covers of press board—good grade paper.

MANIFOLD CORRESPONDENCE BOOK

The salesman's constant companion.

MANIFOLD MONEY RECEIPT BOOKS

Lithographed on heavy white bond paper, duplicate on canary bond paper.

MANIFOLD BOOK COVERS

Imitation leather and hard press board covers—important in all types of business—INDISPENSIBLE to salesmen and insurance men.

CONSULT YOUR BOORUM AND PEASE STATIONER TODAY!
He'll be glad to show you the entire B & P line.

FOR EVERY RECORD
B&P Boorum & Pease
A WAY TO KEEP IT!

GENERAL OFFICES: 84 HUDSON AVE., BROOKLYN 1, N. Y.
BOSTON 10: 29 OTIS ST. • *ST. LOUIS 2:* 115 SO. 8TH ST. • *CHICAGO 7:* 538 S. WELLS ST.
NEW YORK CITY SALESROOM: 349 BROADWAY, NEW YORK, 13.

OFFICE EQUIPMENT Digest

Edited for PURCHASING AGENTS, CONTROLLERS & OFFICE MANAGERS

MAY, 1944

Volume 5 No. 5

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260 FIFTH AVENUE, NEW YORK 1

M. A. Geyer, President; James E. Neary, First Vice-President; Donald McAllister, Second Vice-President; T. V. Murphy, Editor, and Hugh Ward, Advertising Manager.

Plan Now for Re-Equipment

★ THE purchasing agents gathered at the convention of the National Association of Purchasing Agents in the Waldorf-Astoria, New York, May 29th-31st, and the office managers who will attend the National Conference of the National Office Management Association, June 4th-7th, in the Hotel New Yorker, New York, are certain to give serious attention to that highly important topic—the physical equipment of the office. Most office executives will agree that it is high time to get down to definite plans in this matter of equipment.

Three years of hard service under war-time conditions have imposed a great deal of wear and tear on the office and despite all efforts many offices are beginning to show the effects of it.

E. H. Conarroe, of the Metropolitan Life Insurance Co., had this to say recently on the subject in a talk before some of the chapters of the National Office Management Association.

"The end of the war will find our offices in badly depleted condition and there will be a big demand for all kinds of office machines and equipment when they become available. Progressive companies will begin to plan now for that event. A logical step is to prepare a complete and detailed inventory of existing facilities, showing location, present condition, and degree of utilization. This should provide a practical basis for a repair and replacement program. A similar program of deferred maintenance jobs should also be in order."

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A Time Saver for Busy Executives

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YOUR NAME ..... TITLE .....

FIRM NAME .....

ADDRESS .....

By Ewing Galloway, N. Y.

Offices now are free to begin replacing those old machines whch have been bearing so heavy a share of the war-time typing burden.

Rationing Ends on Typewriters

★ USED typewriters and new typewriters in the hands of dealers have been released from rationing.

The action does not affect distribution of new typewriters in the hands of manufacturers, which continues to be controlled by WPB.

Coincident with the end of typewriter rationing OPA changed its maximum price regulation for the sale and rental of used typewriters to re-establish ceiling prices for dealer-to-dealer sales at two-thirds of the retail ceilings, rather than four-fifths of the retail ceilings as previously. Retail prices will not be changed.

OPA announced also that dealers may use current allowance schedules rather than 1942 schedules when accepting used machines in trade. Records which the members of the trade were required to keep by the typewriter rationing regulations must be preserved for one year after April 22nd, 1944.

"Abandonment of typewriter rationing is in keeping with our general policy to relax rationing rules whenever the situation warrants it," OPA Administrator Chester Bowles said. "An analysis of current trade inventories and the activity of local War Price and Rationing Boards in granting certificates for typewriter rentals, indicates that typewriter rationing is no longer necessary.

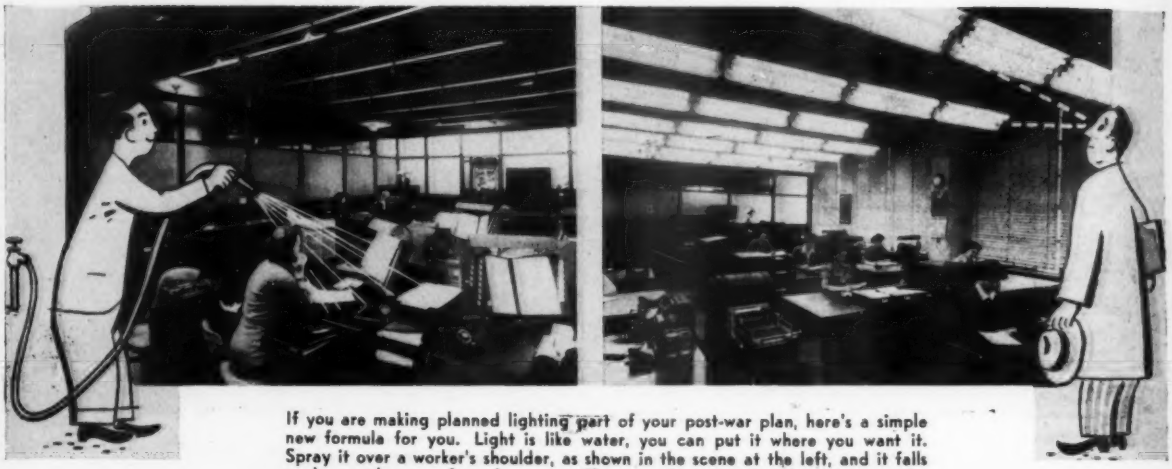
"The task of rationing typewriters had to be assumed as an emergency measure, without prior preparation, without records of the names or location of typewriter retailers and without records of existing inventories. Despite these handicaps, the program has functioned smoothly. Our control of used typewriters permitted the conversion of the typewriter manufacturing industry to 100 per cent production of bombsights, plane parts, and guns. It facilitated the purchase of 300,000 used machines for the armed forces. It supplied essential civilian needs. It imposed the least possible restrictions on the trade and enabled independent dealers to continue in business, notwithstanding the loss of their usual source of supply."

OPA's latest statistical report shows that, in 14 months, 4,052 certificates for rentals of typewriters have been granted, covering 15,177 machines. This amounts to about 10 per cent of all used machines built since 1928 in the hands of the trade. Inventory reports also show that even where machines were released for unrestricted sale, many of them remained in dealers' stocks as a part of the used typewriter pool for rental purposes. A contributing factor to the favorable supply situation was a limited increase in new typewriter production, begun late last year, which is providing new machines for the most urgent civilian needs. The conclusion of the Government's program of acquiring used typewriters for the armed forces also eased the pressure of demand.

Light Is Like Water

By H. H. Green

General Electric Co., Nela Park, Cleveland, Ohio



If you are making planned lighting part of your post-war plan, here's a simple new formula for you. Light is like water, you can put it where you want it. Spray it over a worker's shoulder, as shown in the scene at the left, and it falls on her work, away from her eyes. Then, as shown in the illustration on the right, only the visitor ever sees the lamps with which the room is lighted. In this economical and efficient factory-office installation, cool fluorescent lamps in industrial reflectors furnish good light for paperwork production.

★ IN THE MONTHS since American industry first began to prepare for war, production executives have learned three major lessons.

First, war established the full partnership between office and plant. Every passing day still further emphasizes the importance of careful and comprehensive paper work control of plant production.

Next, in both plant and office, executives learned that workers are a product of their own inherent ability plus carefully considered environment.

Then, when they came to recognize the significance of environment, they proved that modern lighting was as much a part of production as the machines in the plant and the equipment in the office.

To apply modern lighting to problems in plant or office production, every executive needs a simple definition of light, a simple philosophy for lighting and simple directions that can show him how to use it.

Out of that need has grown a formula that is easy to apply, a comparison easy to understand. In many of its applications, light is like water. Electric wires act as the hose. Lighting fixtures are types of nozzles. Some fixtures and some light sources are concentrating units that can direct light in a tight stream. Others diffuse light in a fine mist over a large area.

To apply this simple formula, office executives need only to know the characteristics of two principal light sources. Almost everyone understands that the familiar incandescent lamp is a point-light source. Fluorescent, on the other hand, is a large area low-brightness source. The first projects light, the second diffuses it. With a good fixture as a nozzle, an office executive can become the man behind a light-hose, put light where his workers need it.

In the office of war plants, purchasing agents, comptrollers, and office managers have learned that a little extra light sprayed on the ceiling and along the upper walls can make a workroom more cheerful and attractive. They found, too, that they could concentrate a stream of incandescent lighting on a tough seeing problem, yet have the down light comfortably absorbed by adequate levels of fluorescent general illumination. Where they had their lighting arranged so that workers were comfortable, the employees no longer were conscious of the mechanics of room lighting, no longer saw the lighting units. What they experienced, thereafter, was a feeling of comfort and satisfaction.

Executives soon learned that they could concentrate beams of light or spray it on and around the kinds of work that comprised seeing-problems. They found that they could spray light on the work instead of in the workers' eyes. And they

discovered that when they put enough light exactly where it belonged, both plant and office production became easier, safer, faster, better.

Then they came to another conclusion, found that lighting was a vital part of every plant and office production problem. As they stood behind officeworkers, studying the effect of modern lighting upon the performance of work, purchasing agents, comptrollers, and office managers discovered ways in which work could be accomplished in less time with less effort. When they had put light where it belonged, they had begun to satisfy worker-perceptions.

Observation of people at work amply justified other forms of office modernization. Vision is variable, and the worker's viewpoint must be the control factor. It is therefore also true that decoration and arrangement are variables. If it is to aid the office worker, a good lighting installation must be built around work centers. It also must be integrated, related to primary work centers and the normal flow of work-procedure. With his light-hose in hand, an office manager easily could see needed lighting improvements. He could also see many ways in which workers and work centers could be shifted to take greater advantage of available natural and artificial light.

If an office manager will think of the distribution of light in terms of the flow of water, he will soon find a corollary in natural flow of work. In a well furnished, well-lighted office, the flow of work can be continuous, orderly, and free from backtracking. Procedures are more easily defined, more clearly indicated. Errors and waste can be reduced, checking-time lessened and more work completed comfortably, on time.

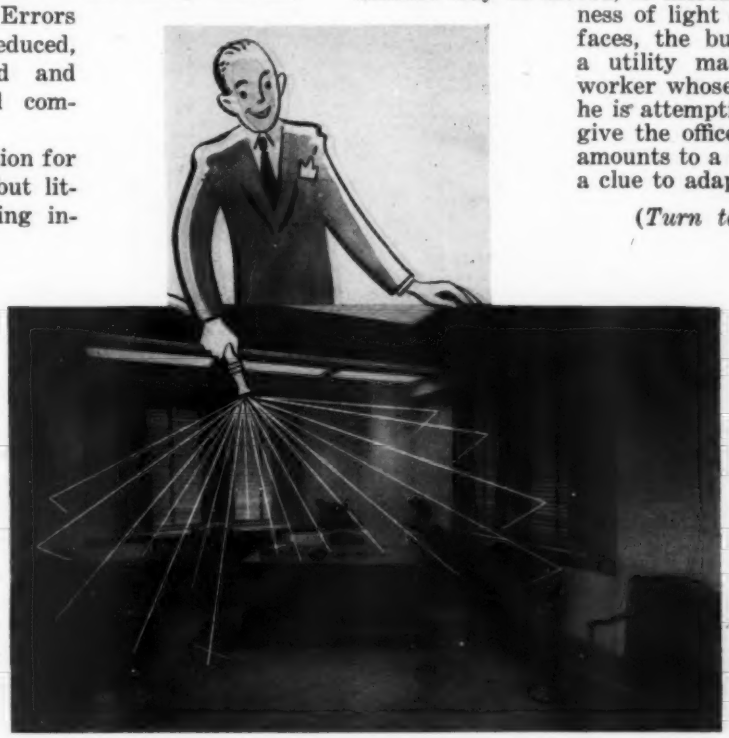
In terms of preparation for post-war competition but little of the office lighting installed before the advent of fluorescent may be considered modern. As every office executive knows, the efficient operation of a modern office requires that critical seeing tasks be performed constantly and at high speed. The effort of seeing is tremendous and the possibility of error an ever constant concern. Production for war has proven the fact that both quantity and quality of light are factors, that good lighting measurably can aid office workers. Modern office-production methods require the application of modern light sources and modern lighting principles.

Looking at post-war lighting is as stimulating as scanning the plans in an architect's sketch book. The large-area, low-brightness of fluorescent lighting can bring interesting as well as useful treatments to offices everywhere. Long lines of light can distribute cool, comfortable lighting, artificial skylights and unusual window treatments can bring daylight indoors. Tiny fluorescent lamps can light the constantly moving dials of figure-processing machines. Cases, cabinets, files can become functional auxiliary lighting units.

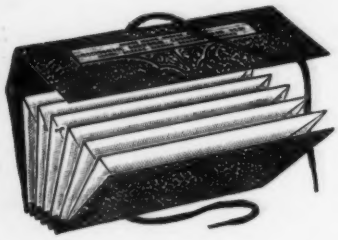
All these, and other improvements, can come soon after the return of peace, but there are many things that can be done now to create more comfortable office atmosphere. War has emphasized, anew, six established lighting principles.

1. Perhaps most important is the preliminary re-arrangement of the lighting equipment already in the office. Sometimes, re-arranging fixtures an make the job of auxiliary lighting very simple and inexpensive. To determine how and where fixtures may be moved, to increase the effectiveness of light on working surfaces, the building engineer, a utility man, or even the worker whose seeing problem he is attempting to solve, can give the office manager what amounts to a work's-eye view, a clue to adapted lighting.

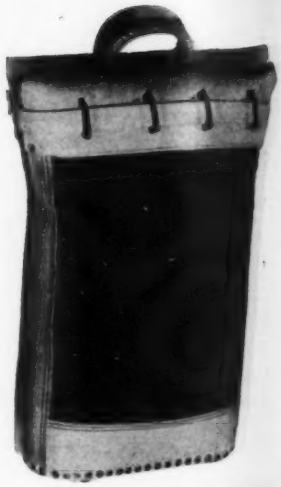
(*Turn to page* 46)



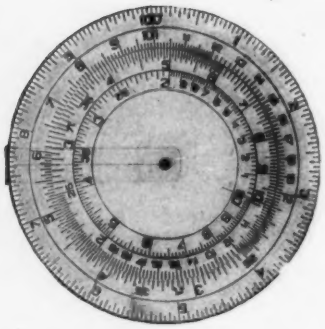
OF INTEREST TO OFFICES



LEFT:
HANDY FILE for keeping together a group of separate valuable papers, has six sturdy file envelopes, bound together in a Leathergraph case with string tie for security. It is the product of the Northern States Envelope Co., St. Paul, Minn.



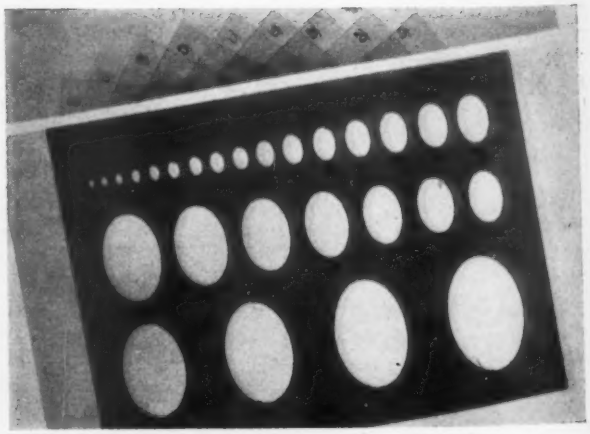
RIGHT:
HEAVY WATERPROOF DUCK make this mail bag, the product of the U. S. Luggage & Leather Products Co., 29 West 34th St., New York City. Top, bottom and base are of sole leather. It is equipped with sole leather strap to be locked. It is riveted with brass rivets and washers. Sizes are from 12x15 inches to 17x25 inches.



ABOVE:
BLACK LINES ON WHITE VINYLITE mark the scale of the circular Monitor slide rule, the product of the Tavella Sales Co., 27 West Broadway, New York 7. It is grease and water proof and can be easily carried. It is listed at $2.95 with a case at 75 cents.

LEFT:
PLASTIC DIVIDERS AND COMPASSES are being produced by Engineering Sales Co., Sheboygan, Wis. The two pieces are sold separately or combined in a case with extra lead points and screw driver. Patented is the divider alignment feature by which the points can be brought back in line by the turn of a set screw. The points can be renewed.

BELOW:
"The Liberator Stationery, missing from our shelves for almost a year, is now back in stock," according to the statement of Harry Hyman, L. Hyman & Sons, paper merchants, 102 Prince St., New York City. Mr. Hyman adds that the paper might have been back sooner except for the shortage of boxes and containers. He reports that his customers have been very cooperative during the paper shortage because they realize that the paper has gone where it can work for victory. Liberator and other brands are now ready for immediate delivery.

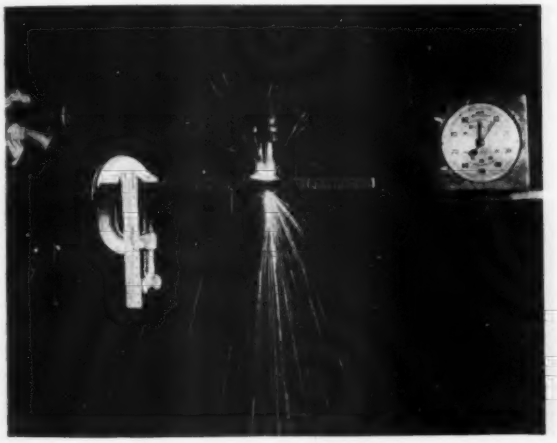


ABOVE:
MEETING PROFESSIONAL ACCURACY REQUIREMENTS are these .020 thick celluloid templates made in a set of ten with angles from 15 to 60 degrees by five degree increments. They are available from the A. Lietz Co., 913 South Grand Ave., Los Angeles 15, and 520 Montgomery St., San Francisco 11. Used with either pencil or ink they eliminate the geometrical development of ellipses by the plot method, in a fraction of the time usually required.

New Chemical Process Vastly Improves Wood

★ NEW VISTAS of opportunity for the wood office furniture industry have been opened up by development of a new chemical process by which wood can be given qualities fitting it for a whole new range of uses.

By a simple procedure, poplar, for example, becomes harder than hard maple, which in turn can be made harder than ebony. It makes wood strong enough to substitute for steel in certain machinery parts. The compressive strength of wood is so increased and other properties imparted to such an extent that the result is no longer natural wood but a new material, which the company has named transmuted wood.



Low heat conductivity of wood treated with methylolurea is indicated by test in which it took twice as long for an oxy-acetylene torch to cut through a half-inch wood section (see picture at right) as for a half-inch steel plate (see picture above).

The development was described by Dr. J. F. T. Berliner and demonstrated by chemists of E. I. du Pont de Nemours & Co.'s ammonia department April 17th in the Waldorf-Astoria Hotel, New York. Articles made of the transmuted wood were displayed there for the first time.

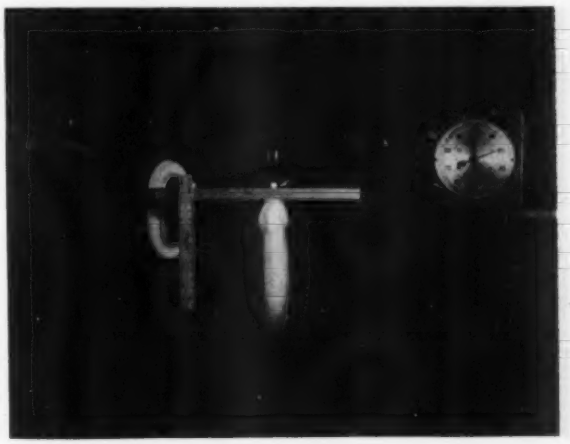
The du Pont chemists developed the treatment pursuing a line of research that paralleled studies conducted by the Forest Products Laboratory of the U. S. Department of Agriculture. The process appears to be applicable to almost anything made of wood.

Furniture made of the transmuted wood can be shipped throughout the world, from the equator to the poles, to moist tropic regions or to deserts, with the assurance that drawers and doors will continue to operate smoothly and remain close fitting under all climatic conditions.

A finish is imparted by the treatment throughout the wood and not just on the surface, and, therefore, an object of wood may be made to its final dimension and given its final surface finish in one operation. Marks or scratches may be removed by simply smoothing and rubbing.

Improved warp resistance of wood treated with methylolurea by new process is quickly demonstrated by laying untreated (left) and treated (right) veneers on wet cloth, as shown.

Methylolurea is the chemical agent that effects these fundamental changes in wood. It is compounded by the addition of urea to dimethylolurea. Both materials are white, water-soluble solids. They are produced from ammonia, carbon dioxide, and methanol, which are synthesized from coal, air and water. Urea results from the reaction of ammonia and carbon dioxide. Formaldehyde, which is derived from methanol, condenses with urea to form dimethylolurea.



Both the urea and dimethylolurea are commercially available and inexpensive chemicals now being produced on a large scale, although they are now under allocation by the WPB. However, in the small quantities used for investigation and preliminary tests, they are available without formal allocation.

A view in the private office of W. A. Patterson, president of United Air Lines, at the company's smartly styled, efficiently laid-out headquarters in Chicago.

Another view of President Patterson's office. Spaciousness and serenity mark this room.

The directors' room at United Air Lines headquarters. Effective use is made of wall space in visualization of company operations.

At United Air Lines

A well-equipped cafeteria for employees is a feature at United Air Lines. Bright, cheerful environment helps to make the luncheon period a happy break in the day.

In the engineering department at United Air Lines headquarters in Chicago.

This picture gives some idea of the offices of the accounting department at United Air Lines, Chicago.

Light Is Like Water

(*Continued from page* 41)

2. Next in order of importance is the orientation of furniture and office equipment. Changing the position of business machines in their relationship to natural and artificial light sources can help to solve some serious office-seeing problems. To change the position of the furniture without interfering with normal flow of work is relatively simple. The office manager himself can plot indicated changes on a rough floor plan. Then light from windows or from luminaires becomes important because it falls in sufficient quantity upon work to be done.

3. Many office executives already have discovered the effectiveness of homogeneous background. Experiments with color on business machines, on ceiling, walls, and desk tops tend to establish the fact that cool blues, soft greens, grays, and creams help make work more clearly visible by reducing contrast.

4. Walls and windows always have presented a lighting problem. By day, windows can be a source of glare bright enough to interfere with the progress of work at the outside rows of desks and business machines. At night they may become reflective surfaces to pick up and repeat the lines of all the luminaires within the range of an office worker's vision. Planning for the use of extra lighting units near windows and walls can go a long way toward eliminating the glare-factor both by day and at night.

5. Lighting is one of the major mediums with which an office manager can create the right kind of environment for comfortable, full-time paperwork production. There are others almost as important. If an executive can justify the economies of noise control, draperies, floor coverings, and adequate ventilation in his own workrooms, he can justify them for his workers. All of these are natural stimulants which tend toward the production of more effective office work.

6. Most office executives will find it worthwhile to study the effectiveness of better auxiliary illumination. In every office are moving units which can become a constant source of disturbance and distraction for workers. The dials on movable-head calculators are difficult to read. Workholders are a measurable time saver, but they may position work in relationship to light in such a way as to make the figures to be transcribed or the copy to be translated almost invisible to the worker's eye. Glare from polished desk tops and from other furniture may justify the conversion of those reflection surfaces with light colored paint or linoleum.

Good office environment can improve morale, reduce mistakes and increase production. Workers who can see more clearly unconsciously work more swiftly and with greater accuracy without the expenditure of additional energy. Studies show that, on an average, correction of common lighting and other environmental faults can increase production per worker from 3 to as much as 15 per cent. Today, there is ample proof that bright, cheerful surroundings can increase production and reduce fatigue.

★ WILLISTON ACADEMY, century-old boys' preparatory school at Easthampton, Mass., has a problem on its hands—how old is the desk at which its founder, Samuel Williston, pioneer manufacturer, worked out his plans for the founding of the school?

Recently school alumni recovered from private hands a desk, pictured here, the outside of walnut and mahogany, the inside of white wood and pine. With it came a record from an old diary setting forth that it was purchased in 1877 from the estate of Samuel Williston, who had used it for years in his cloth-covered button factory, first of its kind in this country, and source of the fortune which in large measure went to endow the Academy.

Various authorities have been consulted. All agree that the desk ante-dates 1840. It is known that such a desk was in a courthouse built in Greenfield, Mass. in 1832 and probably furnished in that same year. That is the best clue to date. Charles F. Chauvin, president of Desks, Inc., 71 Fifth Ave., New York, agrees that the desk dates to before 1841. Mr. Chauvin sold his first desk when he went to work for Derby & Kilmer in Boston away back in the days when business men were afraid they would be laughed at by their friends if they decorated their offices with the new-fangled roll-top desk.

Of the Williston desk, Mr. Chauvin says, "I will say definitely before 1840 for that desk. I think the first one came in from England and was copied by New England desk makers. My father-in-law, Mr. Derby, if alive today could tell us the whole story, for he was manufacturing in Leominster, Mass., away back in the days when wash boards were the backbone of the business and desks and such-like were just fancy sidelines. Chief hope for fixing a date would be to find such a desk with a date marked within it. I'm sure that some place in New England, probably back in a shipping room, you can find several replicas. It's just a matter of luck in finding them."

Who can fix the date of Samuel Williston's desk?

Ruth E. Delker

Save Money Through Duplicators

By Ruth E. Delker

President
Transcription Supervisors Association

★ A DUPLICATOR in the office can save money in a sum usually unsuspected by office managers and purchasing agents. The proof of this is in an experiment I made in an insurance organization over a period of one year when accurate figures proved that the office duplicator had saved the firm $114,000!

In most offices, of course, the saving will total a smaller figure, but the proof of an office duplicator's worth should be of value in an office of any size.

The organization with which I was connected had hundreds of branch offices throughout the United States. As the statutes changed, it became necessary to notify our agents immediately; the sooner we did so, the less need for doing work over. At the time I came to the organization such work was sent out to an outside firm which charged an additional fee because our work always was a rush order.

As an experiment I borrowed a stencil duplicator from a neighboring office and ran the next rush bulletin off on the borrowed machine. With this system I was able to get the bulletin in the mail two hours after the copy had been released. The usual time had been six to eight hours after the copy was available. At the end of the month the bills for outside work had definitely declined and the office manager was greatly interested. It was decided that the saving justified the purchase of a stencil duplicator of our own for the office.

Saving $114,000 yearly

Later a letterpress duplicator was installed and it was between this and the stencil duplicator that the saving of $114,000 was made on printing bills in one year.

The records were kept by the purchasing agent who secured bids from the printers and I also put mine in for the inside job. Careful records were kept as to time of set-up, checking, running, sorting and collating, plus cost of paper, stencils, ink and overhead (rent, light, salaries, and similar items). At the end of the year when the large saving was discovered, additional equipment was purchased and thereafter two stencil duplicators and two letterpress duplicators were kept in continuous operation.

It was found later that 98 per cent of the duplicating work of this particular organization could be stenciled, so we concentrated on the stencil duplicators. All the form letters were done by this method and then filled in on the typewriter.

From my experience over a period of more than ten years, I know that with the proper interest and supervision, anyone can accomplish satisfactory results. Forms and cards from 3x5 inches up to 14x20 inches can be reproduced in a satisfactory and inexpensive manner. Should there be any objection to stencil duplicator work, the objection can be overruled in a few words by saying "the results obtained can only be measured by the amount of interest shown." There are a few rules which must be followed, however. The typist who does the work must keep type clean, use an even stroke, and have a sense of imagination herself (or have copies given to her which she can copy line by line). Poor or carelessly duplicated copies can nullify your efforts to secure the most effective results and cause serious loss to you.

Flexibility

The time spent by the originator, usually an executive, in planning for the accomplishment of a result by means of letters, forms, bulletins, or other office duplicates, represents the larger portion of your dollars' and cents' cost of office duplicating. Handling this work in one's own organization, one may set up a form at once on the typewriter, check it, make corrections on the stencil, and run the job. Result—the job is started the same day, no loss of temper waiting for the printer's proofs to be corrected, no necessity for running a larger quantity than can be utilized within a short period of time in order to get a good price; no storing of extra stock on your supply department shelves. By the home process you run the forms you need to begin the job. If you find it is satisfactory, continue the run until you have the lot required. If changes are desired, you correct the form at once—no waiting, no scrapping of previously run stocked forms. And such convenience! A new form in the time it takes to set it up on the typewriter. Then if this same copy is wanted again a month or two later, you just take the old stencil out of the file, hook it up, and re-run. No additional cost for set-up! No waiting! Cost of production of forms through this method is so light that it may be considered at an irreducible minimum.

Now when new equipment is not available, machines in use are of great value, and the possibilities of stencil duplicating should be developed to the full. Learn how to turn out a job you'll be proud of, and how to keep your duplicator in apple-pie order.

—Excerpted from The Gregg Writer.

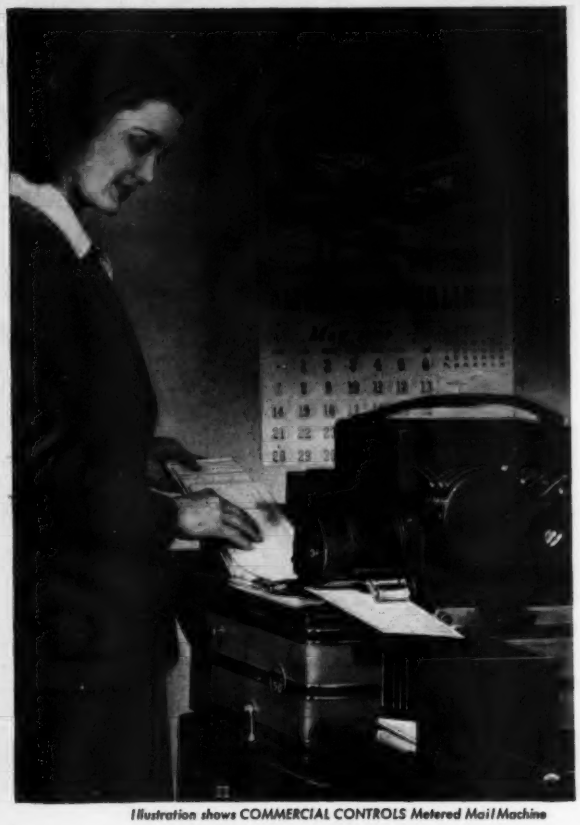


Illustration shows COMMERCIAL CONTROLS Metered Mail Machine

When ALL of Your Mail Goes by AIR

YOU'VE heard plenty about the coming air age. All indications today point to a tremendous expansion in air service—passenger, freight, express, mail. And it is more than possible that *all of your mail will "go by air."*

Be sure you get the full advantage of this flying speed in mail delivery after the war. Don't let a *slow, old-fashioned* mailroom in your own office hold things up.

The postwar mailroom must have modern, mail-handling equipment to keep pace with a new faster-moving business world! It will be "the heart of every office," as important as any other department. So plan it *now*—and plan it well, with the aid of a COMMERCIAL CONTROLS specialist.

When Victory is won, we will again produce equipment for Complete Mailroom Service to help put "wings" on your mail in the coming air age.

Metered Mail Systems...Postal and Parcel Post Scales... Letter Openers . . . Envelope Sealers . . . Multipost Stamp Affixers . . . Mailroom Equipment. *(Many units available.)*

Attend the Annual Conference of the National Office Management Association, June 5, 6 and 7, New York, N. Y.

NATIONAL POSTAL METER COMPANY, INC. CC

COMMERCIAL CONTROLS

Division of NATIONAL POSTAL METER CO., INC.

ROCHESTER 2, NEW YORK

BRANCHES AND AGENCIES IN PRINCIPAL CITIES

Program Outlined for Purchasing Agents

Donald M. Nelson, chairman of the War Production Board, heads the list of speakers who will appear at the twenty-ninth annual international convention of the National Association of Purchasing Agents, which will be held May 29th to 31st at the Waldorf-Astoria Hotel, New York City.

George A. Renard, secretary of the association, also announced that the list of speakers includes J. F. Brownlee, deputy administrator of OPA in charge of prices, and Brig. Gen. Albert J. Browning, director of the Purchases Division, Army Service Forces.

According to Mr. Renard the general theme of this year's convention will be "Purchasing for Victory." All entertainment features have been eliminated and the program has been streamlined in order to discuss the vital problems confronting purchasing agents now and in the reconversion period. An attendance of 2,000 purchasing agents from all parts of the United States and Canada is expected.

"Problems immediately ahead in the war, in war production and in purchasing for war will be the subject of the first convention session May 29, when Donald M. Nelson and General Browning are scheduled to speak," Mr. Renard said. In addition Quentin Reynolds will review the war situation and the N.A.P.A. president Ben R. Newbery will discuss "The Turning Point in Purchasing."

"How to win the war and peace" will be the theme of the afternoon session which will be devoted primarily to current trends in war controls and the problem of how long government controls will have to be continued. Mr. Brownlee, Walter C. Skuce, director of the Controlled Materials Division of WPB, and Robert R. Wason, president of Manning Maxwell & Moore, New York, will speak.

In a special evening session the United States Army Purchases Division will put on its own show in presenting its new pricing policies, designed to replace the current renegotiation of war contracts.

On the second day the convention will enter into a discussion of problems of materials now confronting the country. Pulp and paper, rubber and fuels are scheduled for detailed review, with a forum meeting on containers to follow in the afternoon. Experts from various government agencies and from the ranks of purchasing executives will speak and be present to answer questions.

Transition, reconversion and postwar problems with particular emphasis on what they mean to purchasing agents, will fill the final day of the convention. Speakers on the surplus question will include four top government officials now active in the field: Col. D. N. Hauseman, director of the readjustment division, Army Service Forces; Lt. Col. J. P. Woodlock, executive officer, surplus war property administration; Clifton E. Mack, director of procurement, Treasury Department, and Col. C. R. Baxter, chief, redistribution branch of WPB.

Commercial Controls Corp. New Name For National Postal Meter Co.

At a special meeting held Tuesday, April 25th, stockholders of the National Postal Meter Co., Inc., unanimously voted to change the corporate name to Commerical Controls Corp.

As manufacturers of what has been known as the NPM line of metered mail machines, postal and parcel post scales, letter openers and sealers, multipost stamp affixers and Ticketograph production control systems, National Postal Meter Company, Inc., has become well known. The change of name was decided upon, according to Charles R. Ogsbury, president, because it is more descriptive of the broadened field of operations upon which the organization is entering.

"Commercial Controls Corp.," Mr. Ogsbury said in announcing the change in name, "implies a wider field of service for our firm and gives evidence of another step in our expansion program."

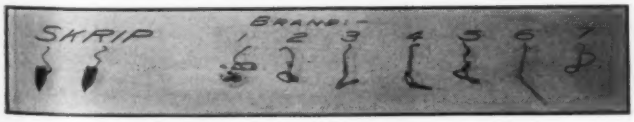
This, too,

IS A VITAL BUSINESS MACHINE!

Protect its life and service with Skrip!

QUICK-DRYING SKRIP is the money-saving safeguard of office records because it protects the life and efficiency of the pens that write them! *By using SKRIP you can cut purchases of steel points, 75%!* SKRIP makes all pens write better, last longer, require less servicing. A *purified* writing fluid, SKRIP is sediment-free . . . contains no "pen-poisoning" acid solvent to destroy metal, rubber and plastic parts. Quick-Drying —so fast it needs no blotter! *And—Permanent SKRIP further protects important records because heat, light—even boiling water —cannot destroy its permanent legibility!*

SKRIP Quart supply-size bottles have the exclusive patented non-spatter pour-out! Individual desk-size containers have the exclusive TOP WELL that eliminates pen filling and dipping messiness!



By Every Test—SKRIP is Best!

Every known writing fluid test *proves* SKRIP to be superior! At left is shown the result of immersing steel points in SKRIP and 7 leading competitive brands of fluid. After ONE WEEK—pens from SKRIP bottle are as usable as ever. Others are completely dissolved or rendered useless!

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W. A. Sheaffer Pen Company—Fort Madison, Iowa

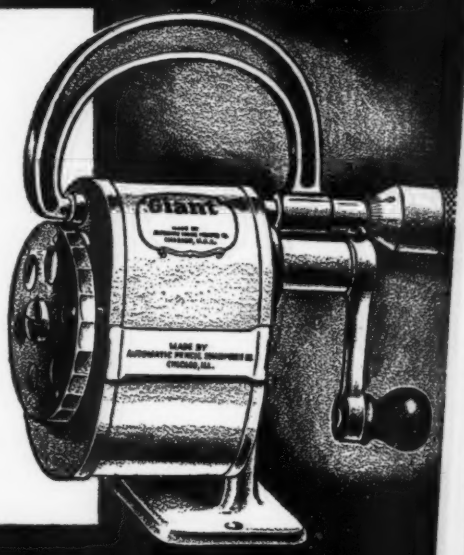
Automatic PENCIL SHARPENERS Now doing *Precision* Work for U. S. A.

The same precision required for Ammunition will again be employed to make fine Automatic Pencil Sharpeners when steel and other materials are released.

Our research department is at work on new designs. Distinctively modern . . the good looks and quiet efficiency of these fine machines will help more than ever to make daily life more pleasant for millions.

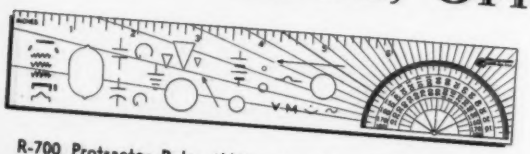
STANDARD MODELS FIRST — AUTOMATIC will soon be making limited quantities of much-needed sharpeners. When the "go ahead" signal is given, production will start immediately on a few of the popular standard models. Delivery to you will begin with the greatest speed possible.

AUTOMATIC PENCIL SHARPENER CO.
Div. of Spengler Loomis Mfg. Co., 58 E. Washington St., Chicago 2, Ill.



Automatic Pencil Sharpeners are coming back

THESE MODERN MEASURING DEVICES for HOME, OFFICE, SCHOOL



R-700 Protractor Ruler 1½" x 8", with radio and electronic symbols. Ideal ruler, protractor, circuit diagram builder for radio and electronics, made of transparent material.

There are thousands and thousands of desks where a C-Thru is welcomed for its multiple uses. There is a C-Thru for every person—for the simple tasks of the student, for general use in the home, for architects, artists, draftsmen, etc. For war service to trainees, pilots, and navigators.

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Some of the many expertly designed C-Thru instruments that reflect top quality materials are mounted on the attractive Junior Displays now on view at your dealers. Immediate delivery.

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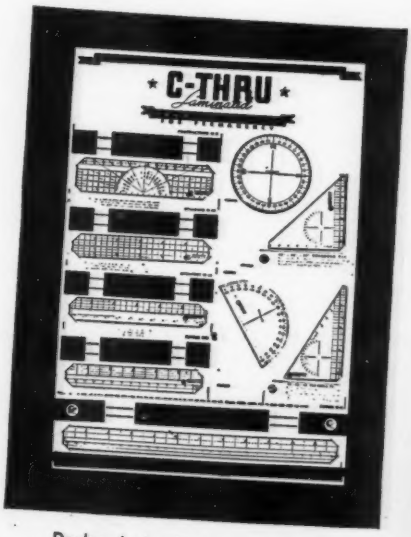

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NOT ON YOUR LIFE!

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Thanks to GLOBE-WERNICKE "SAFEGUARD" SYSTEM and WOOD FILES

You can bet there's no "Find-i-tis" in this executive's files . . . he takes no chances on misplacing important letters, valuable papers. From the start he relies on the nationally famous Globe-Wernicke "Safeguard" Filing System. Here's a system that makes filing accurate, amazingly simple and fast. Combine it with G/W Wood Files and you have the best possible insurance against "Find-i-tis." See them in operation at your Globe-Wernicke dealer—or write direct for particulars. The Globe-Wernicke Co., "Headquarters for Modern Office Engineering," Cincinnati, Ohio.

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Standardize on ACCO Products for Service and Satisfaction.

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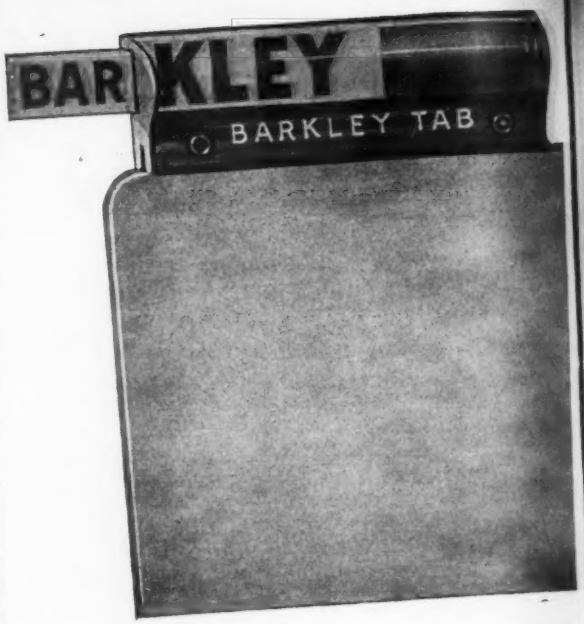

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- **MAGNIFIED VISIBILITY**
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Three real features are combined in the Barkley Plastic Tab Index to offer the utmost in time and space-saving.

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Removes Hectograph, Mimeo and other Duplicating Ink stains, oil, grease, etc.

6 oz. tubes
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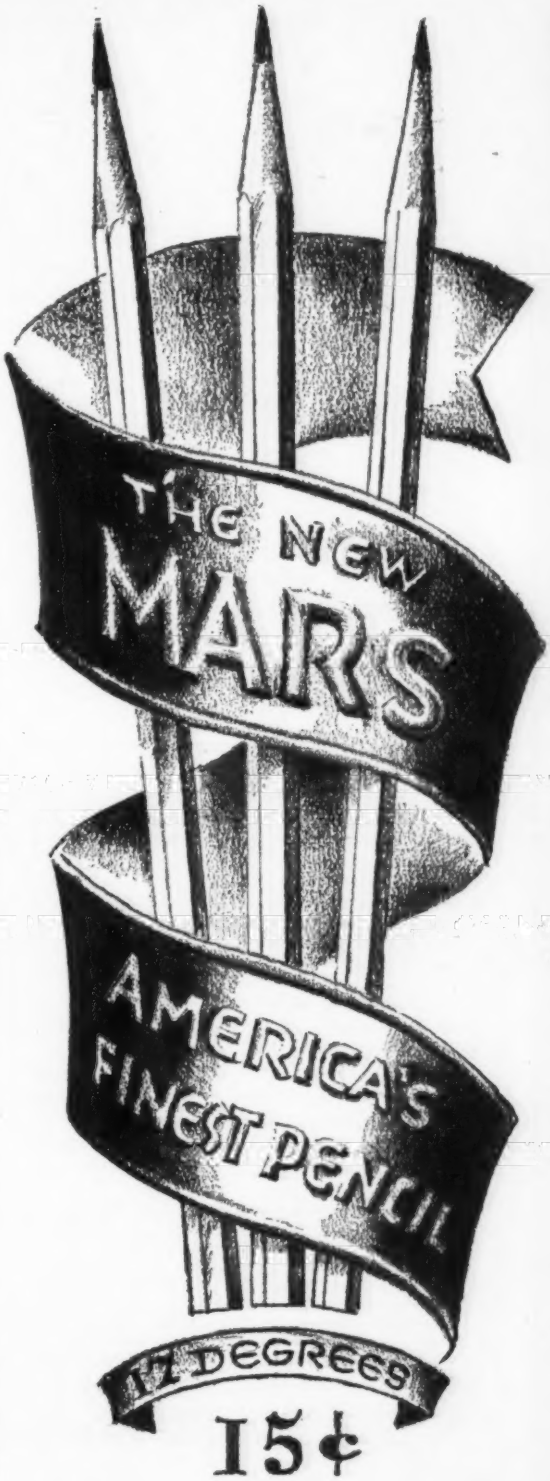

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FACTS AND FANCIES

By H. L. C.

It's a fact, and no fancy, that there is a definite paper shortage these days. It is estimated the Army requirements for 1944 will run considerably higher than in 1943, reaching 500,000 to 600,000 tons.

A shipping case for government supplies takes material that would ordinarily make 15 commercial containers. And when that goes overseas, it is not available for reclaiming.

Those are some of the reasons why there is such emphasis on the paper salvage activity—that's why there has been a drastic curtailment in the use of paper—that's why we can't make all the envelopes all our friends would like to have.

But we're making envelopes and we're doing our best to see that distribution to our customers is fair and square. At Quality Park, the word Quality applies to service as well as products.

From a southern army camp comes the story of a rookie walking guard for the first time. A captain passed. The guard didn't salute. The captain turned and said, "Do you know who I am?" "Nope," replied the guard. "I'm a captain," said the officer. "Well, you got a good job," said the guard, "you better hang on to it."

We figure we've got something good here at Quality Park, too. We have a 25 year old reputation for quality service and quality envelopes; we have a modern plant with modern facilities; we have a choice list of customers throughout the country. We're going to "hang on to our job" by rendering the best service we can because we want your choice to be "Quality Park" for tomorrow as well as for today.

★ *Buy War Bonds*

QUALITY PARK
ENVELOPE COMPANY

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New PLASTIC CARD HOLDERS

for labeling shelves, bins, drawers, tool cribs, etc.

1-7/16" WIDE
Note holes for tacks

7/8" WIDE
Shown with card inserted

5/8" WIDE
Shown with complete assembly: holder, card, and transparent covering

Economical, Neat and Easy to Install

If you've been looking for the most satisfactory way to label bins, drawers, tool cribs, and shelves here's your answer.

The plastic way is the modern way. Easily affixed to wooden surfaces with tacks or applied to metal with glue, these holders will last indefinitely—practically soil-proof—always neat and attractive.

Supplied in three widths and four standard lengths (2", 3", 4", 5"). Extra length holders available on special order.

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MAIL THIS COUPON *today*

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PLEASE SEND ME INFORMATION ON YOUR NEW PLASTIC CARD HOLDERS.

COMPANY _____
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THERE IS ONLY ONE TICONDEROGA!

That's the pencil with the smooth, gliding touch, and the restful, flowing action. That's the long-lived writing tool that gets through stacks of work so quickly. Ticonderoga is an energy-saver, a temper-saver, a money-saver. Alert Purchasing Agents everywhere are buying Ticonderogas by the million. Easily identified by the green plastic ferrule with the double yellow bands.

Demand... the fine American pencil with the fine American name...

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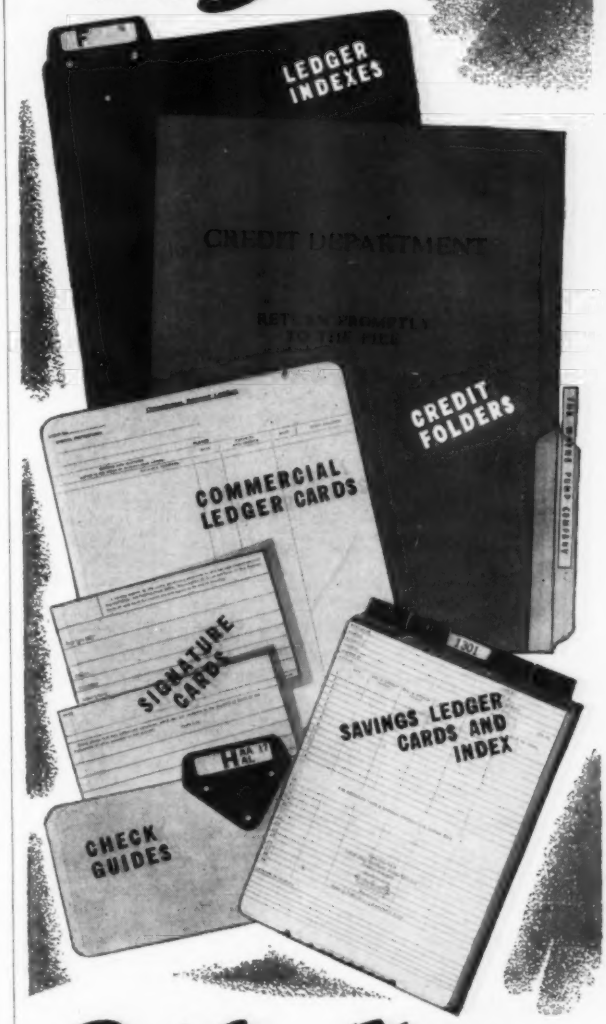
Joseph Dixon Crucible Co., Dept. 6-J4, Jersey City 3, N. J.

A MESSAGE TO *Bankers*



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Speakers' Names for NOMA Conference

Many speakers prominent in the fields of management and personnel are scheduled in the program outlined for the national conference of the National Office Management Association, which will be held June 4th to 7th in the Hotel New Yorker, New York City.

The program has been arranged to answer the demands of attending members. In order to determine the subjects which were of most interest, J. S. Wiltse, assistant general office manager for Johns-Manville, New York, and program chairman for the conference, sent out 3,000 questionnaires to members of the organizations. From the answers received the outline of the program was filled and men prominent in the various fields were secured as speakers.

The first day of the conference will be devoted to the annual meeting of the board of directors, a meeting of the national honorary council, and a reunion, reception and dinner.

The program will open June 5th when C. F. Hohwieler, chairman of the conference committee, calls the meeting to order. The welcoming address will be made by Horace J. Brogley, president of the New York chapter, and the response will be made by C. V. McBroom, national president of the association.

Three speakers have been scheduled for the morning session. W. L. Batt, vice-chairman of the WPB and president of SKF Industries, Inc., will take as his topic "The Nation's Challenge to Management." Alvin Dodd, president of the American Management Association, will speak on "A Qualified Office Manager," and John T. Madden, dean of the School of Commerce, New York University, will take as his subject, "Education Leading to Certification."

At the afternoon session of June 5th, C. J. Uhlir, director of industrial relations for the National Metal Trades Association, Chicago, will speak on "Job Evaluation—A Tool of Management." He will be followed by J. M. Herrmann, superintendent of personnel for the Peoples Gas Light and Coke Co., Chicago, whose subject is "Salary Adjustments." The concluding talk for the afternoon session is to be made by G. D. Wood, assistant secretary of the Provident Mutual Life Insurance Co., Philadelphia, who will speak on "Merit Rating in Office Compensation."

Other important speakers are listed on the program for June 6th. Included are L. C. Hart, vice-president of the Johns-Manville Corp., whose topic will be "Human Relations in the Office." Another topic will be "Interviewing Techniques," which will be discussed by Guy B. Arthur, Jr., personnel director of the American Thread Co. E. D. Bartlett, director of office personnel of the Atlantic Refining Co., will have as his topic "Improving Personnel Quality by Proper Selection."

On the final day of the conference, June 7th, several topics of interest to those who will direct office policies in the post-war era will be discussed. E. A. Rule, office manager of the Ohio Farm Bureau, Columbus, Ohio, will speak on "The Employment of Veterans and War Workers," and "Regaining a Cost Consciousness" will be the subject taken by R. N. Wallis, assistant treasurer of the Dennison Manufacturing Co., Framingham, Mass.

Many other specialized discussions will be held throughout the convention period.

Booklet Describes General Boxes

A booklet now available without cost is titled "The General Box," illustrating, describing and giving the measurement of many types of General boxes that were exhibited at the packaging exposition recently held in Chicago. Copies may be obtained from the General Box Co., Chicago.

Many types of containers for domestic products are included as well as export boxes of nailed and wire bound construction.

CAN BE PURCHASED WITHOUT PRIORITY OR RATION CERTIFICATES

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CLEARTONE CYLINDERS

Our economical, lined, smooth textured product of long years of experiment and research, is the ideal cylinder for dictating perfection. Complete satisfaction guaranteed with every order.

A stock of approximately 1,000 machines, of all models, to choose from. Obtain modern efficiency and voice clarity through the purchase of our guaranteed rebuilts.

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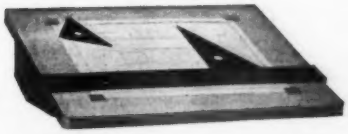
DRAFTING ROOM

ESCO provides the finest Drafting and Navigating equipment obtainable.

ESCO qualifies by meeting the exacting requirements of War industries and the Armed Forces.

ESCO Plastic Divider with interchangeable points and realignment feature. An instrument that feels at home in the hand.



Student Drawing Kit consisting of Drawing Board Formica T-Square, and two transparent plastic Triangles.

Drafting Table: with the ESCO 5-ply top. Comes equipped with or without Parallel Ruling Straightedge — sizes 21" x 26" Top through 30" x 42". Also in five larger sizes. Table is adjustable to height.

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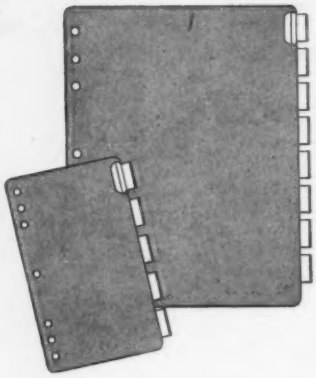

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After considerable research we have produced this intense purple copying pencil, which is especially designed for super duplicating hectograph work and made in two degrees, medium and soft. The medium degree will make a minimum of 75 legible copies and the soft degree will make a minimum of 100 legible copies. This new Kimberly No. 729 is attractively packaged in one dozen boxes and in half gross cartons. . . . Samples will be furnished upon request.

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The cost of ink for the average duplicating job is only 1½ cents per 100 copies.

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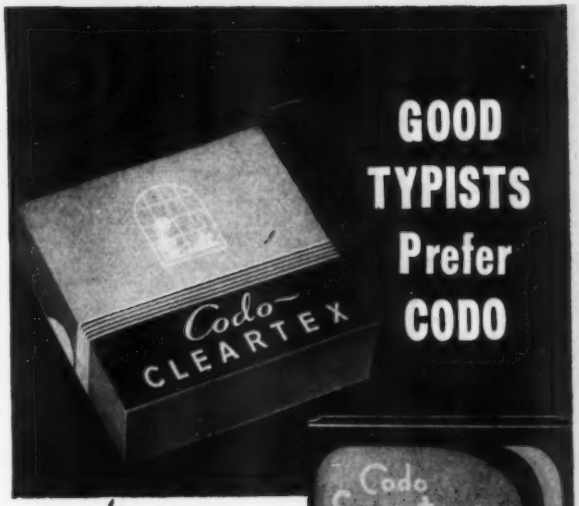
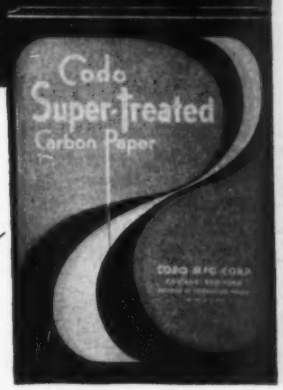


GOOD TYPISTS Prefer CODO



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★ **CARBON PAPERS**

The new Codo CLEARTEX writes and wears like silk. Fine fabric, high ink concentration and extra length give discriminating typists new standards for copying performance.

For every copying purpose there is a Codo Carbon paper that will give cleaner, sharper impressions for a longer time. Codo SUPER-TREATED, SUPER KOTE and KEEN RITE are all guaranteed against deterioration for five years.

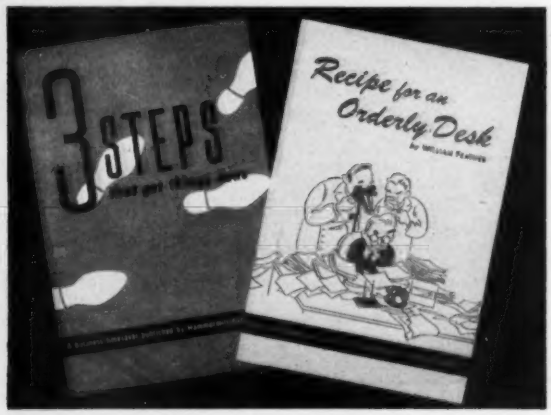
The famous patented "Carbon Gripper" in every box of Codo Super-Treated, Super Kote and Keen Rite.

Codo MFG. CORP.

529 South Franklin St., Chicago
270 Lafayette St., New York
Factory: Coraopolis, Pa.

Booklets Help Office Organization

Many booklets to aid the business man with his problems of work organization are available free of charge to those who write on their business letterhead to the Hammermill Paper Co., Erie, Pa.



Two of these booklets are pictured here. The first, "3 Steps that Get Things Done" outlines a simple plan to get work done. It contains office-proved suggestions for distributing and organizing jobs and checking the progress of work assigned. In addition to recommending systems for recording work progress, the company explains its system for flagging the activities of various departments on different colored papers.

Another booklet "Recipe for an Orderly Desk" by William Feather gives ideas for organizing work, clearing the desk and mind and for saving valuable time for important jobs.

Transcription Supervisors to Hold Annual Education Night

Miss Ruth E. Delker, president, has announced that Transcription Supervisors' Association of New York will hold its Annual Education Night on Monday, May 8th, in the Skyline Room, Hotel Sheraton, New York City, at 6:30 p.m.

The evening's program will be divided into two parts. The first feature will be the reading of her article "The Importance of English for Business Education Students" by Miss Madeline C. Gorman, supervisor of the centralized stenographic department of American Cyanamid Co., Calco Chemical Division, Bound Brook, N. J., who is an active member of the club's education committee.

The second highlight of the evening will be a talk by the most recent "associate" member on the roster of Transcription Supervisors' Association, Dean Alice Ottun, dean of admissions and instruction at Pace Institute, New York City. Her subject will be "Present-Day Planning for Post War Business Training." A round table discussion on current personnel problems will follow Dean Ottun's talk.

Mrs. Mary C. Trainor, chairman of the nominating committee, will present the slate of officers for 1944-1945 to be voted upon at the annual meeting in June. Following this presentation delegates will be formally appointed to attend the annual convention of the Business and Professional Women's Clubs of New York State, Inc., to be held at Lake Placid, N. Y., from May 25th to May 28th, inclusive.

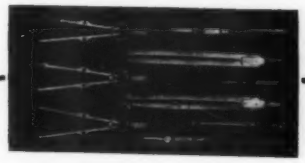
Sherwin-Williams Appoints Purchasing Head

Robert G. Henning has been appointed director of purchases for the Sherwin-Williams Co., Newark, N. J. He succeeds the late Frank E. Davis in the post. Mr. Henning also will supervise the company's costs, priorities and allocations control.

They'll Give You Years of Service

CHARVOS

Fine Drawing Instruments at Reasonable Prices



When you need fine drawing instruments, ask your dealer for CHARVOS, a name familiar to hundreds of the most competent artists and draftsmen in the country. Despite present conditions you will find an excellent selection at surprisingly low prices.

Set #814 (illustrated above)—Contains a new style 6" Compass; 6" Divider; Bow Divider; Bow Pencil; Bow Pen; Ruling Pen; Screw Driver, Needles, Leads and Parts. Velvet-lined 2-flap pocket-type case ---------- $18.00

Set #612—Contains 6" Compass; 5½" Ruling Pen; 3¾" Bow Pencil; 3¾" Bow Pen; Screw Driver with Needles and Leads; Velvet-lined 2-flap pocket-type case ---------- $10.80

Set #614N—Contains 6" Compass; 5½" Ruling Pen; 6" Divider with Straightening Device; 3¾" Bow Divider; 3¾" Bow Pencil; 3¾" Bow Pen; Screw Driver with Needle and Leads; Velvet-lined 2-flap pocket-type case ---------- $15.00

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67 West 44th St., New York 18, N. Y.

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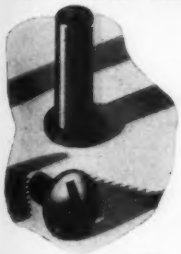
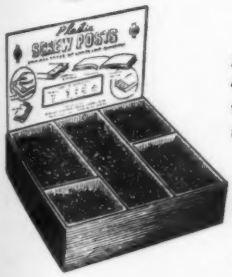


for Loose Leaf Books of all kinds.
Now available in 7 sizes.

Accurately molded, strong, black plastic screw posts, in 7 sizes from ¼" to 1" with 7/32" shank, ⅜" slotted head, now available for loose-leaf books of all kinds. Write for prices.



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WORLD'S LEADING MANUFACTURERS OF INDEXES AND INDEX TABBING

Sengbusch gives you these 1944 LEADERS

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Handsomely designed in black, crystal, or ivory glass. Made from non-critical materials—with standard Handi-pen features and quality for all-around efficiency and satisfaction. **$3.00 to $3.25.**

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The new glass Handi-pen set with wood fibre base. Wood grained, brown finish. Remember, Handi-pen glass is *indestructible by ink acids.* Bottle holds 2 oz. of ink. **$4.50 to $6.75.**

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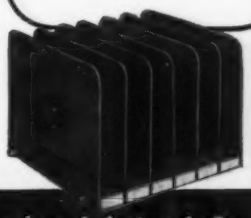

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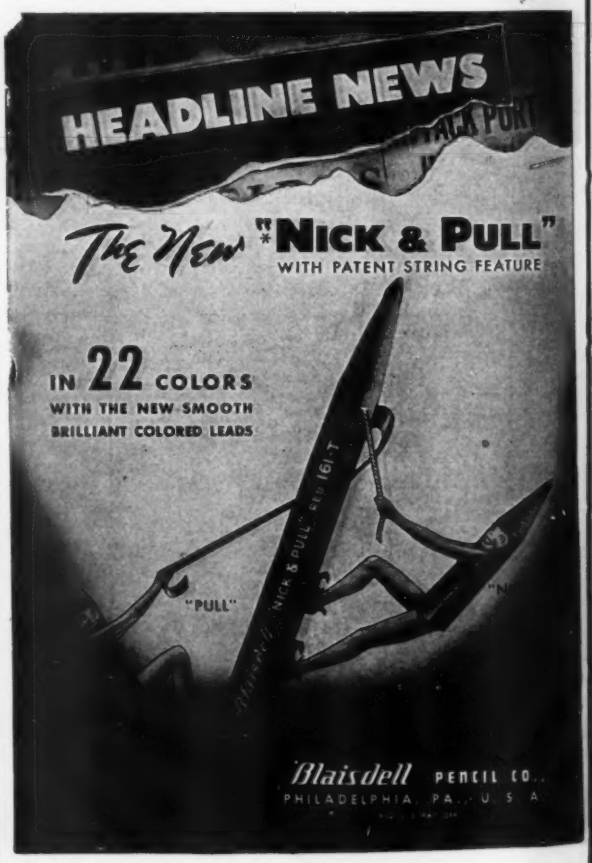

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Accommodates 12 in 5'

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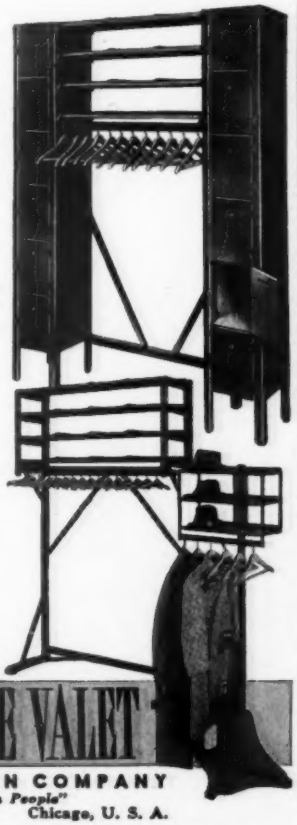

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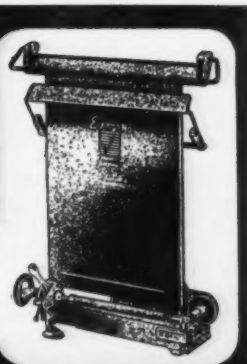

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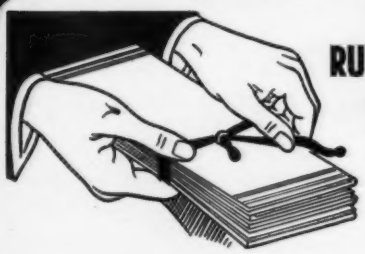

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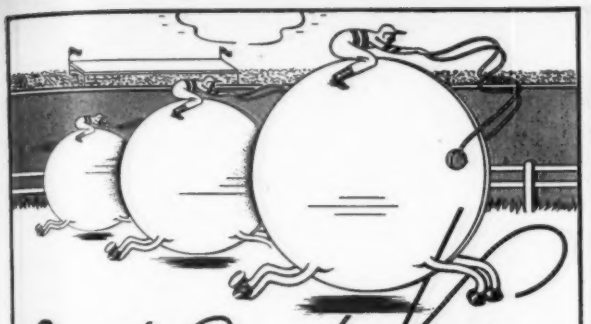

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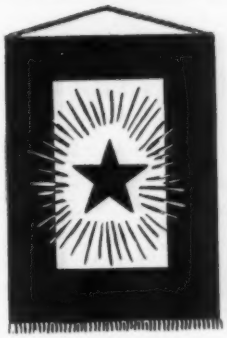

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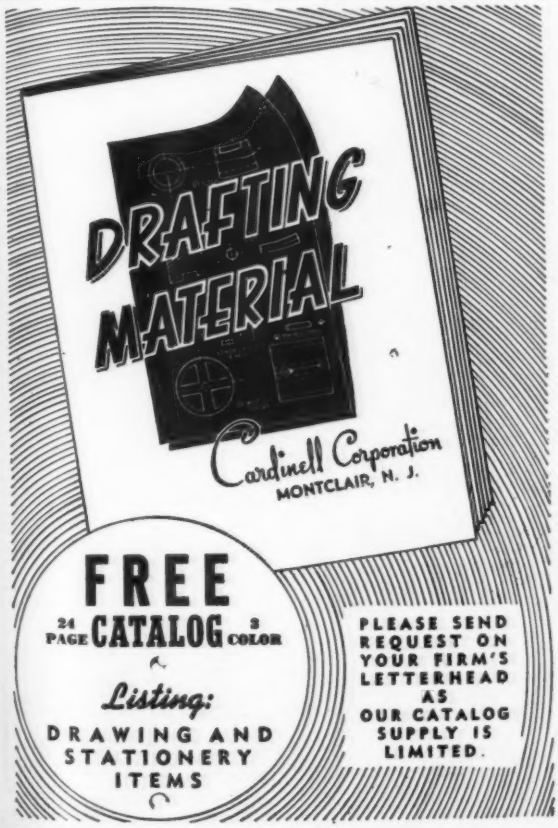

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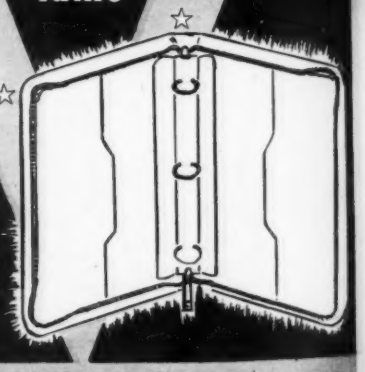

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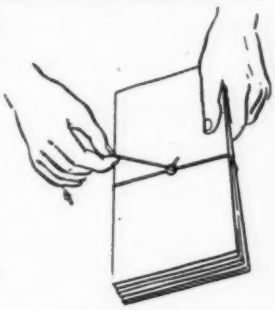

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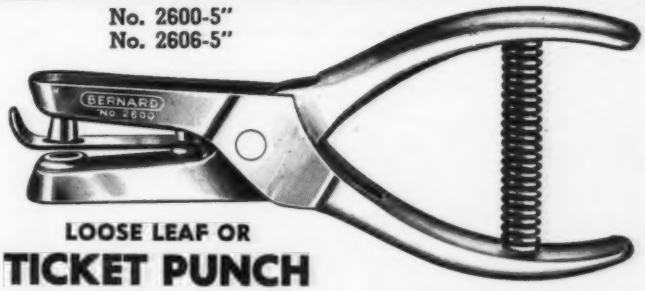

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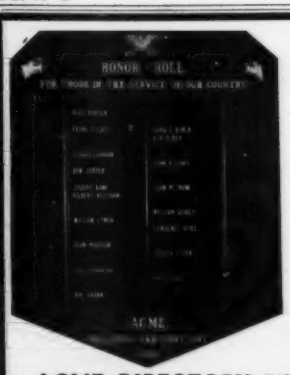

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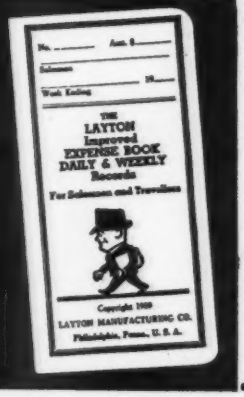

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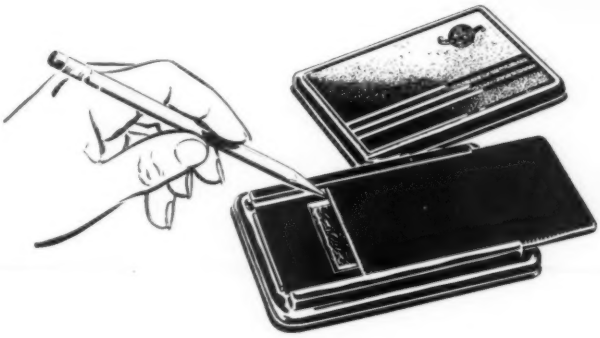

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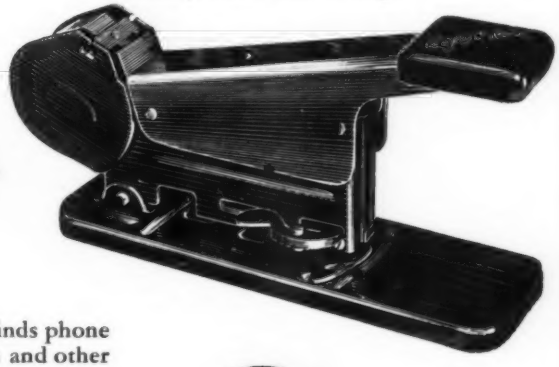

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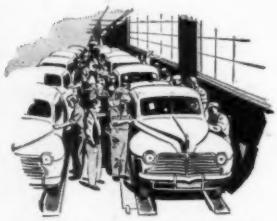

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